MUNICIPAL AFFAIRS AND HOUSING

PROCEDURE MANUAL

LOCAL AUTHORITIES ELECTION ACT

2007 EDITION

Developed as a Guide for Election Officials

Alberta

Alberta Municipal Affairs and Housing (2007) *Procedure Manual Local Authorities Election Act*
Edmonton: Alberta Municipal Affairs and Housing

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INTRODUCTION

This manual has been developed to assist you in conducting an election in accordance with the *Local Authorities Election Act* and its amendments, which were consolidated on May 24, 2006. All references to sections of the Act in this manual are to the *Local Authorities Election Act* as amended unless otherwise stated.

Please ensure that you have a copy of this Act. Copies can be purchased at the Queen's Printer Bookstore, located at 10611 98th Avenue, Edmonton.

The information has been arranged in sequence, in the order that events occur during the election process -

* Before Nomination Day
* During Nomination Day
* In Preparation for Election Day
* During Election Day
* After Election Day

As well, this manual provides information on by-elections, votes on bylaws and questions to the electors for their approval, and the powers of the Ministers and the Lieutenant Governor in Council. We have also provided copies of forms and regulations.

As the manual has no legislative sanction, **we strongly recommend that you review the *Local Authorities Election Act* and other relevant statutes and regulations**. During your review, special attention should be given to the sections dealing with controverted elections, and offences and penalties, as these matters have not been included in the contents of the manual.

For those of you involved in conducting an election for a summer village please note that some different rules apply. For convenience, this information has been referenced in the appropriate locations throughout the manual.

To assist you in locating relevant sections of the Act, section numbers have been referenced opposite subject headings.

We wish each one of you a smooth running, problem-free election. If you require assistance or clarification, please contact the Municipal Advisory Services Unit at (780) 427-2225.

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PART I

ELECTION CALENDARS

April 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Council may, by bylaw, change the division or ward system for the general election. s. 149 MGA	10 Council may, by bylaw, change the manner in which the chief elected official is elected/ appointed. s 151 MGA	11	12	13	14 Council may pass a bylaw, prior to April 15, requiring disclosure of campaign contributions and expenses. s. 118
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Study *Local Authorities Election Act*, *Municipal Government Act*, and *School Act*.	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Returning Officer training. Edmonton/Nisku	2
3	4 Returning Officer training. Red Deer.	5 Returning Officer training. Brooks.	6 Returning Officer training. Wainwright.	7	8	9
10	11 Returning Officer training. Medicine Hat.	12 Returning Officer training. Lethbridge.	13 Returning Officer training. Calgary.	14	15	16
17	18 Council may pass a bylaw to authorize the use of voting machines. s. 84	19 Returning Officer training. Edmonton/Nisku.	20	21	22 Returning Officer training. St. Paul.	23
24	25	26	27	28 May pass a bylaw prior to June 30 specifying the minimum number of electors required to sign the nomination of a candidate for office. s. 27(2)	29 May pass a bylaw prior to June 30 allowing returning officers to accept nominations prior to 10 am and establishing additional locations where a deputy may receive nominations. s. 28(2)	30 May pass a bylaw prior to June 30 allowing voting stations to open prior to 10 am. s.46 (2)(2.1)

July 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Municipal employees wishing to be nominated as a candidate in a election, including school trustees, must apply for a leave of absence. s. 22 (5), (5.1)	2	3	4	5	6	7
8	9 Council may pass a bylaw to authorize the compiling of voters list. s. 50	10 Returning Officer training, Valleyview.	11 Returning Officer training, Peace River.	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Council may pass a bylaw to authorize the printing of ballots in lots no later than two months prior to an election. s. 43	31				

August 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Candidate Training 7:00 – 10:00pm August 28 – Calgary, August 29 – Lethbridge, September 5 – Lac La Biche, September 6 – Edmonton/Nisku, September 11 – Grande Prairie. Set fees for election officers, arrange for voting stations and establish rental rates.			1 Council may establish a bylaw to enact a modified voting system s. 160	2 Council may, by resolution, appoint a returning officer if someone other than the administrator is to be the returning officer. s. 13	3 Council may pass a bylaw not less than 30 days prior to nomination day requiring a deposit with nomination papers. s. 29	4
5	6	7	8	9 Order or prepare nomination papers and supplies.	10	11
12	13 Returning officers take official oaths. Deputy, enumerators and constables must sign prescribed statement. s. 16	14	15 Council may pass a bylaw to authorize the printing of ballots in lots. s. 43 This is the last day to pass this bylaw	16	17	18
19	20	21	22	23	24 Council may, by resolution, provide for an advanced vote. s. 73	25
26	27	28 Council may pass a bylaw prior to nomination day to discontinue an election for an office for which a candidate had died. s. 33	29 Council may, by resolution, provide for incapacitated elector voting at home. s. 79	30	31 Council may by resolution set deadline earlier for when special ballots must be received by a returning officer. s. 77.2 (3.1)	

September 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Appoint deputies, constables and all other persons as needed. s. 14			**½ day Returning Officer Training**: September 13 – Lac La Biche, September 18 – Calgary, September 19 – Lethbridge, September 25 – Grande Prairie, September 28 – Edmonton/Nisku.			1
2	3 Provide for first notice of nomination day. s. 26	4	5	6	7	8
9	10 Provide for second notice of nomination day. s. 26	11	12	13	14 Ensure all is ready for nomination day.	15 Nomination day (if bylaw passed). s. 11
16	17 **Nomination Day**. s. 25 Hours. s. 28 Deposits. s. 29 Acclamations. s. 34	18 Candidate may withdraw nomination within 24 hours if more nominations received than required. s. 32	19 Order election materials. s. 42.43	20 Establish voting stations. s. 37 Establish advance voting stations if required. s. 75	21	22
23	24 Prepare notice of election form. s. 35 Prepare notice of advanced vote, if required. s. 74	25	26	27	28	29
30						

October 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Provide for the first notice of election day. s. 35	2	3 Conduct training, distribute election materials and have election officers subscribe to the official oath.	4	5	6
7	8 Provide for the second notice of election day. s. 35	9	10	11	12	13 ELECTION DAY (if bylaw passed) s. 11
14	15 **ELECTION DAY** **s. 11**	16 Retain sealed ballot boxes for six weeks. s. 101 Recount may be requested. s. 98	17 If a recount is required, it must be completed by 4:00 pm. s. 98	18 Prepare for organization meeting. MGA s. 192	19 At noon, announce or post a statement of results depending on election day. s. 97	20
21	22	23	24	25	26	27
28	29 Hold organizational meeting not later that two weeks after the third Monday in October. MGA s. 192	30	31			

November 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 Depending on the election day this is the last day for an elector to request a judicial recount. s. 103
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Depending on election day this could be the first day election material may be destroyed, unless ruled otherwise by a judge. s. 101	27	28	29	30	

ELECTION CALENDAR: SUMMER VILLAGES

MAY 2007

Contact newspapers regarding deadlines for publishing nomination and election notices to meet legislated requirements.

JUNE and JULY 2007

Section 12 – Nominations for councillors shall be received by the returning officer in June or July or both June and July. Sections 25 and 28(1) do not apply.

ELECTION DAY

Four weeks after Nomination Day.

PART II

PRIOR TO ELECTION DAY

PART II - PRIOR TO ELECTION DAY

A. Nomination Procedure

1. Date of Nomination Day

Local Jurisdictions Other than Summer Villages (s. 25)

Monday, September 17, 2007, or if a bylaw is passed prior to June 30th, in an election year (s. 11(2)) then nomination day will be on Saturday, September 15, 2007.

Summer Villages (s. 12(d))

June and/or July 2007

2. Before Nomination Day

Appointment of Returning Officer (s. 13)

The elected authority may, by resolution, appoint a returning officer. If the elected authority fails to do so, then the secretary of an elected authority is the returning officer.

Oath of Returning Officer (s. 16)

The returning officer must subscribe to an official oath in the prescribed form prior to assuming his or her duties (Form 1).

Ward System

If there are wards in an area, the provisions of the *Local Authorities Election Act* apply unless specifically varied in the act, s. 6(3). A "ward" means:

- A ward or electoral division under the *Municipal Government Act*; or
- A ward or an electoral subdivision under the *School Act*.

Part 5, Division 2, s. 148 of the *Municipal Government Act* provides for the division of a municipality into wards. A bylaw under s. 148 must be passed at least 180 days before the general election at which it is to take effect.

Providing for Notice of Nomination (s. 26)

The returning officer shall publish a notice of nomination day in the prescribed form (Form 2 or 2SV), in a newspaper or other publication circulating in the area, at least once a week in each of the two weeks prior to nomination day **or** by mailing or delivering a notice to every residence in the local jurisdiction at least one week before nomination day. The returning officer may publish, mail and deliver additional notices and may give notice by any other method as many times as considered appropriate.

The notice of nomination day should indicate that a deposit must accompany the nomination paper, if this requirement has been previously established by bylaw. The bylaw must be passed 30 days prior to nomination day. The notice of nomination day should also indicate where the nomination papers are available.

In a summer village (s. 12) nomination day shall be in June or July at a date and place and between the hours established by council, and s. 25 and s. 28(1) do not apply.

Form of Nomination (s. 27)

Every nomination shall be in the prescribed form (Form 3), and if a deposit has been established by bylaw (s. 29), the form shall be accompanied by cash, by certified cheque or by money order.

Where such a bylaw has been passed, a nomination form is not valid nor shall it be acted upon unless it is accompanied by the deposit.

The nomination of candidates for election shall be in the form prescribed for use under s. 27(1) and shall be signed by at least five electors eligible to vote at that election, except in the case of a City or a board of trustees under the *School Act* (with populations of at least 10,000) where a bylaw has been passed prior to June 30 pursuant to s. 27(2).

IT IS NOT THE RETURNING OFFICER'S RESPONSIBILITY TO RULE ON THE VALIDITY OF THE INFORMATION CONTAINED IN THE NOMINATION PAPER.

However, the returning officer may point out known discrepancies. The responsibility lies with the courts if the election or nomination is challenged by an elector.

Requirement That a Deposit Accompany the Nomination Paper (s. 29)

An elected authority may by bylaw, passed not less than 30 days before nomination day, require a deposit with every nomination. The deposit may not exceed:

- $1000 in a jurisdiction with a population of more than 10,000; or
- $100 in any other case.

The deposit is to be provided in cash, by certified cheque or by money order.

Candidate Eligibility

Local Jurisdictions Other Than Summer Villages (s. 21 and 47)

A person may be nominated as a candidate in any election under this act if on nomination day:

- is at least 18 years old;
- is a Canadian citizen;
- has resided in Alberta for the six consecutive months immediately preceding election day and the person's place of residence is located in the area on election day;
- is a resident of the local jurisdiction and the ward, if any, for the six consecutive months immediately preceding nomination day; and
- is not otherwise ineligible or disqualified.

In a city, a candidate is not required to be a resident of the ward, but must be a resident of the city (s. 21(2)).

Summer Villages (s. 12)

In order to qualify for nomination as a councillor, a person is not required to be a resident of the summer village, but must be entitled to vote in the election and has been a resident of Alberta for the 12 consecutive months immediately preceding election day.

Candidate Ineligibility (s. 22)

A person is not eligible to be nominated as a candidate, if on nomination day the person (see the exemptions listed under the above noted section):

- is the auditor for the local jurisdiction;
- is an employee of the local jurisdiction for which the election is to be held unless on a leave of absence granted under this section;
- is indebted for taxes for more than $50 except current taxes, or if a tax consolidation agreement is entered into and not in default of payments;
- is indebted to the local jurisdiction in excess of $500 for any debt and is in default for more than 90 days;
- has within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act;*
- is employed by a school district or division, a charter school or a private school, unless the person is on a granted leave of absence if the nomination as a candidate is for a trustee of a school board.

Ineligibility does not apply to a person by reason only:

(a) that the person is a shareholder in a corporation having a contract or dealings with the local jurisdiction or elected authority for which the election is being held,

(i) unless the person holds or there is held by the person or the person's spouse or adult interdependent partner, parents, children, brothers and sisters more than 25% of the issued capital stock of the corporation, or

(ii) unless the contract or dealings are for the building or construction of a public work of the local jurisdiction;

(b) that the person has a contract with the local jurisdiction for the supplying to the person, the person's spouse, or adult interdependent partner or child of a service, utility or commodity that the local jurisdiction has statutory authority to supply;

(c) that the person holds an interest in a publication

(i) in which official advertisements of the local jurisdiction appear, or

(ii) that is supplied to the local jurisdiction at the usual rates;

(d) that the person sells or leases to the local jurisdiction land or interest in land that the local jurisdiction has authority to expropriate;

(e) that the person supplies goods, merchandise or services to the local jurisdiction or to persons contracting with the local jurisdiction if they are supplied at competitive prices and in the ordinary course of the person's business or profession;

(f) that the person renders

(i) services to indigents who are residents of the local jurisdiction and for which the local jurisdiction is or may become liable to pay, or,

(ii) services for which the local jurisdiction has provided a subsidy;

(g) that the person is appointed to a position under the *Disaster Services Act*;

(h) that the person has rendered professional services as a lawyer to the local jurisdiction, if the fees for the services have been taxed under the Alberta Rules of Court;

(i) that the person has received a gratuity or allowance for services on a committee or board appointed by or responsible to the local jurisdiction;

(j) that the person is a member of a co-operative association under the *Co-operative Associations Act* or the *Rural Utilities Act*; or is a member of a co-operative under the *Cooperatives Act*;

(k) that the person is a vendor, purchaser, assignor or assignee of land bought or sold under the *Agriculture Financial Services Act*;

(l) that the person is a party to a contract for the purchase or lease of real or personal property from the local jurisdiction entered into before nomination day;

(m) that the person is a volunteer chief, officer or member of a fire, ambulance or emergency measures organization established by a local jurisdiction or that the person is a volunteer for another purpose who performs duties under the direction of the local jurisdiction.

Eligibility for Nomination if a Separate School Authority Exists

Public school authorities and separate school authorities are equal partners in education delivery. They share geographical area. They do not share governance of education delivery. Each is a corporate entity in its own right. Each has a Board of Education. Each has eligible electors, who are able to run as a trustee or vote for a trustee in the system in which they meet the criteria of an eligible elector. The *School Act* and the *Local Authorities Election Act* set out in legislation the criteria that determines what constitutes ability to run as a trustee and vote for a trustee in either a public or separate school authority.

It is important that returning officers and deputy returning officers understand the legal framework that impacts on school board elections in areas where both public school boards and separate school boards co-exist.

School Act (s. 44)

An individual resides within the boundaries of a separate school district and shares the same faith as those who established the district, is a resident of the separate school district, not of the public school district. Most separate school districts are Roman Catholic. A Roman Catholic is defined as a person who is in communion with the See of Rome. The residency is determined by faith. Where a Roman Catholic separate school system is established, those persons who are of the Roman Catholic faith are residents of the Roman Catholic system. Those persons who are of the Roman Catholic faith are eligible to vote for trustees of the Roman Catholic separate school system. They are not

able to vote for trustees of the public school system. Likewise, those persons of the Roman Catholic faith are eligible for nomination as a trustee to the Roman Catholic separate school system. They are not eligible for nomination to the public school system.

Proof of Elector Eligibility (s. 53(2), (3), (4))

A bylaw may be passed no later than 6 months prior to nomination day in a year that an election is held, to provide for the number and types of identification required to be produced by a person to verify identity and age of the person. A bylaw may also be passed to provide for the number and types of identification required for a person who wishes to vote by special ballot (if provided for) to verify the person's identity and age to determine eligibility.

There are advertising requirements for the passing of bylaws for voter identity and age that outline procedures for petitioning again the bylaw(s).

A person attending at a voting station for the purpose of voting must be permitted to vote if the person's name appears on a list of electors, if one was prepared, or makes a statement in the prescribed form. If a bylaw is passed requiring identification, the elector may vote upon producing for inspection, the required number and types of identification required by the bylaw.

Voting Register

The voting register requires a voter to make a statement that he is resident of the voting subdivision or ward on Election Day. That is the physical requirement of residence.

The voting register also requires the person indicate if he is eligible to vote for a public school trustee or a separate school trustee. When a separate school system is formed, it always shares geographical area with the public school system. Where a separate school authority exists, eligibility is determined by faith as set out in s. 44 of the *School Act.*

Death of a Candidate (s. 33)

Before nomination day, an elected authority may provide, by bylaw, that if a candidate dies prior to the opening of the voting stations on election day, the election for the position be discontinued and a new election be provided for.

If a candidate dies after being nominated and a bylaw has not been passed under subsection (1), the returning officer shall cause a notice of the death to be posted at a conspicuous location in all the relevant voting stations.

YOUR NOTES

3. Nominations

Receipt of Nomination Papers (s. 28 through 31)

Local Jurisdictions Other Than Summer Villages

Nomination papers must be received at the local jurisdiction's office (location stated in the notice under s. 26) between the hours of 10 a.m. and noon on nomination day, and if required by bylaw, accompanied by a cash, certified cheque, or money order deposit.

If an elected authority passes a bylaw before June 30 of the election year, the returning officer may receive nominations earlier than 10 a.m., and may establish locations, in addition to the local jurisdiction's office, where a deputy may receive nominations.

Candidate's Official Agent (s.68.1)

Each candidate may when filing nomination papers, appoint an elector as the person's official agent. The official agent's duties are those assigned by the candidate. A person must be an **elector** to be qualified as the candidate's official agent. If the person has within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, or the *Canada Elections Act* , they would not be eligible to be appointed as an official agent. The candidate's official agent shall subscribe to the oath in the prescribed form before carrying out the duties as the official agent (Form 1).

Summer Villages (s. 12)

In the case of a general election, nominations for councillors shall be received by the returning officer in June or July or June and July of the year in which an election is to be held at a date and place and between the hours established by council, and sections 25 and 28(1) do not apply.

Insufficient Nominations (s. 31)

Where the number of persons nominated is less than the number required, then nominations shall stand adjourned to the next day from 10 a.m. to noon and shall continue to be adjourned in the same manner until sufficient nominations have been received or a period of six days including nomination day, **but not including Saturday, Sunday and holidays, as defined in the *Interpretation Act*** have elapsed. **In the case of Summer Villages, the period of six days includes Saturday and Sunday (s. 31(3)).** Where sufficient nominations have not been received the secretary shall immediately notify the Minister.

If a system of wards is in effect, only an elector who is a resident of the ward for which a candidate for election is being nominated may sign the nomination papers for the candidate (s. 27(3)).

Election by Acclamation (s. 34)

When the number of persons nominated equals the number to be elected at the close of nomination, the returning officer shall declare the persons nominated as elected.

Where **all** of council is declared elected by acclamation, section 10(2) provides that those declared elected may hold an organizational meeting before the date of the general election. The holding of the organizational meeting terminates the term of office of the members of the elected authority who were elected at the previous general election.

The returning officer shall notify the secretary and the relevant Deputy Minister, in writing, of the persons elected to the offices to be filled [see sample forms in the Appendix - Official Results of Councillor Election and Official Election Results (for School Authorities)]. The returning officer shall deliver the nomination papers and other related materials to the secretary.

Candidate's Withdrawal of Nomination

Local Jurisdictions Other Than Summer Villages (s. 32)

If there are more nominations received than vacancies, a candidate may, in writing to the returning officer, withdraw as a candidate for that office. The withdrawal must be made within 24 hours after the close of nominations.

The returning officer shall refuse to accept withdrawals that would reduce the number of candidates below the number of vacancies.

Summer Villages (s. 12(g))

The time limit for withdrawal of nominations shall be 48 hours and s. 32 applies except as to hours.

Declaration of Election (s. 35(1))

If more than the required number of persons for any office remains nominated 24 hours after the close of nominations, the returning officer shall declare that an election shall be held for the filling of that office.

B. Preparation for Election

1. Appointment of Election Officers (s. 14 and 18)

The returning officer shall appoint a presiding deputy, deputies, constables and other persons as required and must appoint at least two deputies to work at each voting station, with one designated as the presiding deputy, in charge of the voting station. The returning officer can be considered as one of the deputies if working at that station.

The returning officer or deputy returning officer, may, in writing appoint another person to act in the place of an appointed deputy or constable if they become incapable of carrying out the duties.

2. Oath (s. 16)

Every returning officer and official agent shall take and subscribe to the official oath in the prescribed form before performing their duties (Form 1).

Every presiding deputy, deputy, enumerator, scrutineer and constable must subscribe to a statement in the prescribed form before performing their duties (Form 1A).

3. Establishing Fees for Election Officers

The local jurisdiction may establish fees payable to the election officers and rates payable for any other expenses as may be required for conducting an election.

4. Election Forms

The returning officer shall ensure that all the election forms are the current prescribed forms.

5. Permanent Electors Register (s. 49(1))

The elected authority may, by bylaw,

a) direct the secretary to prepare a permanent electors register of residents who are entitled to vote in the election,
b) prescribe procedures and forms governing the enumeration of electors, and
c) provide for the use of the permanent electors register to create a list of eligible electors.

The bylaw could also provide for entering into an agreement with the Chief Electoral Officer under the Election Act to receive information that would assist the secretary.

6. List of Electors (s. 50)

The elected authority may, by bylaw, direct the secretary or returning officer to prepare a list of electors who are eligible to vote in an election.

The day after nominations may be withdrawn and upon request of a candidate, section 50(2) provides for giving a candidate a copy of the list of electors, if one was prepared.

7. Enumerators (s. 51)

If a voters' list is prepared, the elected authority shall appoint, or authorize the secretary or returning officer to appoint sufficient enumerators to complete an enumeration of electors.

8. Voting Subdivision (s. 36)

The elected authority, by resolution, or the returning officer if authorized by a resolution, may divide the local jurisdiction into voting subdivisions, but may not do so between the time of giving of notice of an election and the election day.

If voting subdivisions are not established, the area or the ward is considered to be one voting subdivision.

9. Voting Station (s. 37)

The returning officer shall designate one voting station for each voting subdivision and the location may be outside of the area.

10. Modified Voting System (s. 160)

Where an elected authority has passed a bylaw in accordance with section 160(2) of the Act, section 37 of the Act is modified so that the returning officer may designate the location of the voting station and provide for more than one voting station per voting subdivision. (See Alberta Regulation 5/2007)

If your elected authority has not passed a bylaw, you will still require the Minister's approval to pass the bylaw. (See the sample application form and sample bylaw in Part VI.)

11. Instructions for Voters (s. 45)

Form 7, Instructions For Electors, shall be posted in each of the voting compartments and at the voting stations.

12. Candidate's Scrutineer (s. 69)

A candidate may, by written notice to the presiding deputy, appoint a scrutineer to represent him or her at a voting station. The scrutineer shall be at least 18 years of age. A person who has within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, or the *Canada Elections Act* is not eligible to be recognized as a scrutineer. A candidate's scrutineer shall subscribe to a statement in the prescribed form before a deputy at the voting station (Form 10).

13. Voting Machines (s. 84)

The elected authority may, by bylaw, make provision for the taking of votes of the electors by way of voting machines, vote recorders, or automated voting systems.

If an elected authority does make provision for the use of voting machines, vote recorders, or automated voting systems, then the bylaw must also make provision for the:

- form of ballot;
- directions for marking ballots; and
- directions for voting procedure including taking of votes, examination of ballots to determine which votes should be declared void, and the counting of ballots and recounts.

The bylaw must conform to the provisions of the *Local Authorities Election Act* as closely as possible but sections 75, 85 and 103 to 115 **do not** apply when the votes are taken by this method.

14. Notice of Election

Date of Election Day (s. 11)

Local Jurisdictions Other Than Summer Villages: The election day is the third Monday in October, unless a bylaw is passed prior to June 30 in the year in which a general election is to be held allowing the election to be held on the Saturday immediately preceding the third Monday in October.

Summer Villages: Four weeks after Nomination Day.

Providing for Notice of Election (s. 35)

The returning officer shall give notice of an election in the prescribed form (Form 4) by:

- publishing a notice at least once a week in each of the two weeks before election day in a newspaper circulating in the area; or,
- mailing or delivering a notice to every residence in the local jurisdiction at least one week before election day.

In complying with the above the returning officer may publish, mail and deliver additional notices and give notice by any other method as many times as appropriate.

15. Advance Vote

Authorizing an Advance Vote (s. 73)

An elected authority may by resolution provide for the holding of an advance vote. If a resolution is enacted, the returning officer must determine the days and hours when the advance vote is to be held.

Establishing Date(s) of Advance Vote (s. 73(2))

No advance vote may be held within 24 hours of election day.

Providing for Notice of Advance Vote (s. 74 and 35)

Notice for an advance vote must be given using Form 4 and by:

- publishing the notice at least one week before the date set for the advance vote in a newspaper or other publication circulating in the area, or
- by mailing or delivering a notice to every residence in the area at least one week before the date set for the advance vote, or
- both publishing and posting the notice. The notice may be published and posted as many times as the returning officer considers desirable.

Providing for Notice of Advance Vote/Election Requirements (Identification) (s. 12, 35, 46, and 53)

Notice for an advance vote where voter identification is required must be given on Form 4A.

Include in the notice of advance vote, the proposed number and types of identification to be required if a bylaw was passed to require identification.

Advance Voting Stations (s. 75)

The returning officer shall establish the advance voting stations. A vote held at an advance voting station must be conducted in the same manner as a vote on election day except that:

(a) a fresh ballot box must be used on each day of the advance vote, and

(b) on completion of each day of the advance vote, the ballot box must be sealed and stored in a secure place until the counting of the ballots at the close of the voting stations on election day.

Advance Vote Qualifications

- **All electors are eligible to vote at any advance vote**.

The deputy returning officer shall require all persons applying to vote at an advance voting station to make a statement in the prescribed form (Form 8). If a bylaw was passed requiring identification to be produced by a person, and the person does not produce identification, then they may not vote.

16. Vote by Special Ballot

Provision for a Special Ballot (s. 77.1, 77.2 and 77.3)

The special ballot provides a flexible means for electors to cast their ballots.

If an elected authority has passed a resolution 6 months prior to nomination day, they may provide for voting by special ballot. The resolution would include the manner by which requests by electors may be done. The provisions are in writing, by telecopier, by telephone, in person and by email. Also, the method as determined in the resolution for applying for a special ballot is anytime between the day of the notice of election day and the closing of the voting station. The resolution may also indicate that the request may be made earlier than the notice of election day.

An elector who is unable to vote at an advance vote or at the voting station on election day because of:

- physical incapacity,
- absence from the local jurisdiction,
- being a returning officer, deputy returning officer, constable, candidate, official agent, or scrutineer who may be located on election day at a voting station other than that for the electors place of residence;

may apply for a special ballot.

If the elected authority passes a resolution providing for special ballots, then the Minister must be notified 4 months prior to nomination day.

An elected authority that is providing for special ballot, and upon receipt of an application, must enter in the special ballot elector register the name and place of residence, the name and number of the voting subdivision for the elector's place of residence, and provide the forms to the applicant. A copy of the special ballot elector register must be available at the voting station on election day should a candidate, candidate's official agent or scrutineer wish to review it.

An elected authority may pass a resolution to set an earlier time than the close of the voting station on election day that the outer envelope of the special ballot package may be received by the returning officer.

Upon receipt of the outer envelope of the special ballot package, the returning officer will open the outer envelope and review the certificate envelope (part 1) which is the completed statement of elector eligibility form. If the elected authority has passed a bylaw requiring identification, then the elector must attach a copy of the elector's identification that is required in the bylaw. If the certificate is properly completed and identification attached (if required), then the returning officer would complete the certificate (part 2) and record "voted" and that the certificate envelope is received in the special ballot elector register.

If the returning officer cannot determine if the certificate (part 1) is properly completed or rejected, the certificate will be forwarded to the person appointed by the Minister to review the questionable certificate. Late receipt of special ballot packages are treated as rejected and remain unopened.

17. Institutional Vote

Provision for an Institutional Vote (s. 80)

The elected authority, by resolution, or the returning officer if authorized by resolution, may establish where institutional voting stations, if any, are to be.

Establishing Times of Institutional Vote (s. 81)

The returning officer shall fix the times, on election day, at which the votes in the institution shall be taken, if an institutional vote is provided for.

18. Incapacitated Elector at Home (s. 79)

An elected authority may, by resolution, provide for the attendance of two deputies at an incapacitated elector's place of residence during the hours an advance voting station is open, or other times as may be fixed by resolution.

19. Printing of Ballots (s. 41)

The returning officer shall cause a sufficient number of ballots to be printed, in the prescribed form (Form 6), at the expense of the local jurisdiction. Number of ballots should be based on the number of eligible voters.

Use of a Separate Ballot (s. 42)

A separate ballot must be used for the office of:

- the chief elected official;
- the councillors;
- the school representatives or trustees;

Explanatory Note - Number of Candidates (s. 42)

Every ballot used in an election must contain a brief explanatory note stating the maximum number of candidates that can be voted for (Form 6).

Candidate's Name (s. 43)

The ballot shall name the candidates for that office on each ballot. The name on the ballot must be exactly the same as printed on the nomination form.

Names in Alphabetical Order (s. 43)

The names of the candidates on each ballot shall be arranged alphabetically in order of the surnames. If two or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in the order of their given names.

Ballots in Lots (s. 43)

An elected authority may, by bylaw passed at least two months before an election, authorize the ballots to be printed in as many lots as there are candidates.

In the first lot, the candidates' names shall appear in alphabetical order. In the second lot, the names shall appear in the same order, except that the first name in the first

lot shall be placed last, and in each succeeding lot the candidates' names shall be in alphabetical order, except that the first name in the preceding lot shall be placed last.

The ballots, on election day, shall be arranged so that no two consecutive electors may receive ballot papers from the same lot such that each candidate's name shall appear first and in each other position substantially the same number of times on the ballots used.

Ballot for Bylaw or Question (s. 44)

If there is a vote on a bylaw or question, the elected authority by resolution must determine the wording on the ballot. The elected authority may determine the form of the ballot, but if the elected authority does not, the returning officer must do so.

Form of Ballot

A sample of the ballot form (Form 6) is provided in the Appendix.

20. Materials for Use at the Voting Station (Checklist)

_____ Ballot box(es) labeled with the voting station name or number

_____ Sealing equipment to seal ballot boxes (One set per station)

_____ Ballots (councillor)

_____ Ballots (chief elected official)

_____ Ballots (school trustee)

_____ Ballots, if a (question or bylaw)

_____ Bibles (At least one per station)

_____ Pencils (At least one per voting compartment)

_____ Pens (For election officers)

_____ Rulers (At least one per station for crossing off names on the voters' list if one is being used)

_____ *Local Authorities Election Act* (One per station)

_____ Voting Compartments

_____ Tables, chairs

_____ Boundary maps (Optional)

_____ Packets in which to store election materials. Packets for each voting station should be prepared and labeled as follows:

- Valid ballots
- Valid ballots objected to together with notes of objection
- Rejected ballots, including those on which no vote has been cast by an elector
- Spoiled ballots
- Unused ballots
- The Voting Register

21. Forms for Use at the Voting Station

Prescribed Forms:

_____ Oath of Returning Officer and Official Agent (Form 1)

_____ Statement of Deputy, Enumerator, and Constable (Form 1A)

_____ Instructions for Electors (Form 7)

_____ Voting Register - Local Jurisdictions (Form 8)

_____ Voting Register - Summer Villages (Form 8 - S.V.)

_____ Presiding Deputy's Certification (Form 9)

_____ Statement of Scrutineer (Form 10)

_____ Statement of Interpreter (Form 11)

_____ Note of Objection to a Ballot (Form 12)

_____ Ballot Account (Form 13)

Suggested Forms:

_____ Election Officer Voting at Assigned Station

_____ Election Officer Voting at an Advance Vote

22. Meeting the Media

It would be appropriate for the returning officer to set out guidelines for the election officers to follow in meeting with the media and giving out information to the media. These guidelines should be presented to the election officers at the training session so that they know how to deal, in a consistent manner, with the media.

These guidelines are suggested for your use:

- Prior to election day, the returning officer should arrange to meet with the media to discuss election proceedings.
- In order to maintain consistency, one person should be the contact person for meeting with press representatives.
- Provide the media with a telephone number to call where the latest election results may be obtained.

You are reminded that the media cannot be present in the voting stations during the counting of the ballots (s. 85).

23. Training Session

The returning officer should plan a training session, prior to election day, for the appointed returning officer deputies.

The ballots, forms, pencils, pens, elastics, voting compartment instructions and all other relevant material should be distributed to the deputies at this time.

This is also an appropriate time to have the deputy, enumerator and constable subscribe to the statement, in the prescribed form.

PART III

ON ELECTION DAY

PART III - ON ELECTION DAY

A. During Voting Hours

1. Voting Hours

Local Jurisdictions Other Than Summer Villages (s. 46)

Every voting station shall be kept open continuously on election day from 10 a.m. until 8 p.m. If a bylaw is passed prior to June 30 in an election year, the voting station may be opened before 10 a.m. Promptly at 8 p.m. on election day, the deputy shall declare the voting station closed.

Summer Villages (s. 12(f))

Voting hours shall be between the hours of 10 a.m. and 7 p.m.

2. Voting Time for Employees

Hours in Which to Vote (s. 58(1))

While the voting stations are open on election day, an employee who is an elector shall have three consecutive hours for the purpose of casting his or her vote.

Time Off Work Allowed (s. 58(2))

If the hours of the employee's employment do not allow for three consecutive hours, the employer shall allow him or her any additional time for voting that is necessary to provide three consecutive hours. The additional time for voting shall be granted at the convenience of the employer. If the employee's normal employment hours terminate at 5 p.m., the employee would have three consecutive hours in which to vote, from 5 p.m. to 8 p.m.

No Penalties (s. 58(3))

No employer shall make any deduction from the pay of an employee, nor impose on or exact from him or her any penalty by reason of absence from work during the three consecutive hours or part of it.

Time Off Exception (s. 58(4))

If the employer provides for the attendance of an employee who is an elector at a voting station while it is open during the hours of employment, with no deduction from pay nor with any penalty applied, then s. 58(1) (2) and (3) do not apply.

3. Voting Station

Arrangement

The diagrams provided in Part VI are some suggested arrangements for voting station arrangements, which have all been used by various municipalities.

Posting Instructions (s. 45)

Instructions for Electors, (Form 7) must be posted in the voting station and in each of the voting compartments. If necessary, directional signs may be posted indicating the route from the building entrance to the room in which the voting station has been established. The instructions shall be printed in clearly legible characters.

Voting Compartments (s. 38)

The returning officer shall ensure that each voting station is furnished with one or more voting compartments. Each voting compartment shall be arranged so that an elector is screened from observation and may mark the ballot without interference or interruption. Each compartment must be provided with a table, desk, or shelf with a hard surface, and suitable marking instrument.

4. Persons at the Voting Station (s. 67)

Except for the returning officer, deputy, constable, candidate or agents authorized to attend at the voting station and the electors who are for the time being actually

engaged in voting, no other person is entitled to be present, nor shall any other person be permitted to be present in the voting station during the time appointed for voting. However, the deputy may authorize a person temporarily to observe the voting procedures from a location within the voting station designated by the deputy. The deputy shall not designate a location that would allow the observer to see how electors mark their ballots. A person permitted to be present in the voting station shall leave the voting station on the request of the deputy.

Elector - Eligibility to Vote

Local Jurisdictions Other Than Summer Villages (s. 47)

A person is eligible to vote in an election if:

- the person is at least 18 years old;
- the person is a Canadian citizen;
- the person has resided in Alberta for the six consecutive months immediately preceding election day; and
- the person's place of residence is located in the area on election day.

Subject to s. 47(3), 75, 79 and 81 of the Act, an elector is eligible to vote only at the voting station for the voting subdivision in which the elector's place of residence is located on election day.

Summer Villages (s. 12)

A person is entitled to vote at an election if:

- the person is eligible to vote under s. 47,
- the person is 18, a Canadian citizen and is named on a certificate of title as the person who owns property within the summer village, or
- the person is 18, a Canadian citizen and is the spouse or adult interdependent partner of a person referred to previously.

Rules of Residence (s. 48)

- A person may have only one place of residence for the purposes of this Act.
- The residence of a person is the place where he or she lives and sleeps and to which, when absent, intends to return.
- A person does not lose residence by leaving home for a temporary purpose.
- If a person leaves the area with the intention of making a residence elsewhere, the person loses residence within the area.
- A student who
  (i) attends an educational institution within or outside Alberta,
  (ii) temporarily rents accommodation for the purpose of attending an educational institution, and
  (iii) has family members who are resident in Alberta and with whom the student ordinarily resides when not attending an educational institution,

  is deemed to reside with those family members.

School Resident (s. 48)

A person who is a resident of a public school district, school division or regional division or of a separate school district, school division, or regional division under the *School Act* is deemed to be a resident of the public school district, school division or regional division or of the separate school district, school division, or regional division, under the *Local Authorities Election Act*.

Official Agent and/or Scrutineers (s. 68.1 and 69)

A candidate may, by written notice, appoint an official agent and/or scrutineers to represent him or her at a voting station(s). The official agent shall be at least 18 years of age and an elector, and must make an oath using Form 1. The scrutineer(s) must be at least 18 years of age, and must make and subscribe to a statement at the voting station using Form 10. A candidate may not have both an official agent and a scrutineer present at a voting station at any time. If the candidate is present, the official agent or scrutineer may not be present at the voting station. The deputy may designate the place or places where an official agent or scrutineer may observe the election procedure. The absence of

an official agent or scrutineer at which an act or thing is to be done does not invalidate the act or thing provided it was done properly.

Maintaining the Peace (s. 15)

The presiding deputy's responsibility is to maintain peace at the voting station. The presiding deputy, with the approval of the returning officer, may appoint a constable to maintain peace and may summon a police officer to assist.

5. Voting Procedure

Hours (s. 46)

On election day the voting stations are open continuously from 10 a.m. to 8 p.m. or earlier if a bylaw is passed prior to June 30 in the election year directing this. Since election officials must be present at the voting station for approximately 12 to 14 hours, remember to make arrangements for meals, coffee, etc.

Displaying and Sealing the Ballot Box (s. 40)

The deputy or other person presiding at a voting station, immediately after opening the voting station, shall display the empty ballot box(es) to all present and then close and seal the ballot box(es) which shall remain closed and sealed during the hours of voting.

Voting Register - Elector's Statement (Form 8) (s. 53)

Every person who attends at the voting station for the purpose of voting shall be permitted to vote if the person's name appears on the list of electors or the person makes a statement, in the prescribed form, that he or she is eligible to vote as an elector. If a bylaw was passed requiring identification, the elector may vote upon producing for inspection, the required number and types of identification required in the bylaw.

Voting Register – Person Objected To (s. 54) (Form 8)

A candidate, official agent, or scrutineer may object to a person voting and have the reason noted in the voting register by the deputy. A returning officer must note in the register if they have reasonable and probable grounds that an elector is ineligible.

Special Ballot Elector Register (s.77.1(4))

The returning officer must if requested by a candidate, official agent or scrutineer at the voting station, provide the names and addresses of electors who have been provided with the special ballot packages.

Issuing Ballots (s. 59 and 60)

The officer shall record in the voting register that an elector has received a ballot for one or more of the positions to be filled and the officer shall deliver to the elector a ballot that has been folded and initialed by the officer in a manner so that the initial will be visible without opening the ballot.

Declined Ballots (s. 66)

If an elector returns a ballot stating that he or she is declining to vote, the elector is not entitled to another ballot for that office, and the deputy who is supervising at the ballot box shall deposit the declined ballot in the ballot box.

Spoiled Ballots (s. 65)

The deputy may replace an inadvertently spoiled ballot by marking "spoiled" on the ballot and issuing another ballot to the elector. The ballot should be placed in the "spoiled ballot" packet.

Special Ballots (s. 77.2)

The special ballot package must reach the returning officer by the close of the voting station on election day or by an earlier time and date if set out in a resolution.

Uncommon Circumstances

Interpreter (s. 72)

The deputy may allow an interpreter to translate the statement and any other question necessary for the proper purposes of the election after the interpreter has subscribed to the prescribed statement (Form 11).

Incapacitated Elector (s. 78)

The deputy, when requested, shall mark the vote for an elector who is incapacitated by blindness or another physical condition. The incapacitated elector must make the prescribed statement (Form 11), orally, before the deputy marks the ballot.

A friend of an elector incapacitated by blindness or another physical condition, upon making the prescribed statement (Form 11), may mark the vote for an incapacitated elector.

If an elector who is blind has notified the returning officer 3 months before election day, the returning officer must provide blind voter templates (s. 78(5)). If an elector who is blind and not accompanied by a friend into the voting compartment, the deputy may provide the elector with a blind template in the prescribed form and verbally instruct the elector in its use.

When a ballot has been marked by an incapacitated elector, the deputy shall record opposite the name of the elector in the voting register, either "voter assistance" or "template" as appropriate.

6. Elector Voting

Explanation Regarding the Method of Voting (s. 61)

A deputy may, and on request shall, explain to an elector as concisely as possible the proper method of voting in accordance with the instructions to electors.

Secrecy of Vote (s. 55)

Voting shall be by secret ballot. While an elector is in the voting compartment for the purpose of marking his or her ballot, no other person may enter the voting compartment or be in a position to see how the elector marks the ballot. (Exception: Procedure regarding incapacitated elector). An elector may be accompanied in a voting compartment by a minor if the deputy consents.

Number of Votes (s. 57)

An elector may vote once for each of the persons he or she chooses to vote for. An elector may not vote for more than the number of persons to be elected to the office, but may vote for less.

Marking of Ballots (s. 62 and 86(3))

On receiving the ballots that an elector is entitled to receive from a deputy, the elector shall forthwith proceed into the voting compartment provided and shall mark each:

- by marking an "X" on the right hand side opposite the name of the candidate of choice, or within the division on the paper containing the name of the candidate of choice, and
- in the case of a ballot for a bylaw or question, by placing an "X" within the division of the paper marked "for" or "against", or within the division of the paper marked "yes" or "no".

Notwithstanding these two conditions, if the intent of a marking is clear, the deputy may count that ballot.

Depositing Ballots (s. 63)

After marking the ballot, the elector shall fold the ballot so that the nature of the vote is not visible and the initials of the issuing officer are exposed.

The deputy supervising the ballot box shall verify the initials and promptly deposit the ballot in the ballot box. A deputy may permit an elector to deposit his own ballot into the ballot box (s. 63(2.1)).

7. Election Officer's Vote (s. 83)

If a deputy or constable has not voted at the advance vote and has not been appointed to a voting station where he or she is entitled to vote, he or she may request the returning officer to provide a certificate stating that he or she is entitled to vote at the voting station to which he or she has been assigned. This vote can be cast anytime during voting hours. The certificate must be attached to the voting register.

8. Close of the Voting Station and Voting Thereafter (s. 46)

Promptly at 8 p.m., the deputy shall declare the voting station closed. Any elector still remaining within the voting station shall be permitted to vote.

B. After Voting Hours

1. Counting of Votes (s. 85)

Immediately after the closing of the voting station (when all of the electors have finished voting and have left the voting station), the presiding deputy shall, in the presence of at least one other officer, open each ballot box and prepare to count the votes. The presiding deputy shall not permit more than the candidate or the candidate's official agent, or the candidate's scrutineer to be present at the counting of the votes. Candidates, official agents, or scrutineers are permitted to observe only. They may run their own tally sheet but may not participate in the official count.

During the counting process it is important to be consistent in determining the acceptability of the ballot. For example, if a check mark is recognized as being valid because the intent of the voter is clear, then the same principle must be applied to similarly marked ballots.

Many presiding deputies conduct an initial count of all the ballots contained in the ballot box to determine the total. The total is then used as a base in arriving at a balance with the total number of ballots issued to electors, taking into account ballots spoiled, ballots rejected, ballots declined and ballots counted.

2. The Use of Tally Sheets

Tally sheets are used to facilitate the counting of votes. These can be developed in any form which would prove to be convenient with respect to the type of election being conducted.

3. Packets of Ballots (s. 91)

During the actual counting process, the deputies will be involved in classifying ballots. Individual packets, for preserving the various classification of ballots, should have been prepared and labeled in advance. These are identified as follows:

- the valid ballots;
- the valid ballots objected to together with the notes of objections made to the ballots found in the ballot box;
- the rejected ballots, including those on which no vote has been cast by an elector;
- spoiled ballots;
- unused ballots;
- the rejected special ballot certificate envelopes;
- voting register together with the prescribed form (s. 90) statements; and
- the list of electors, if any.

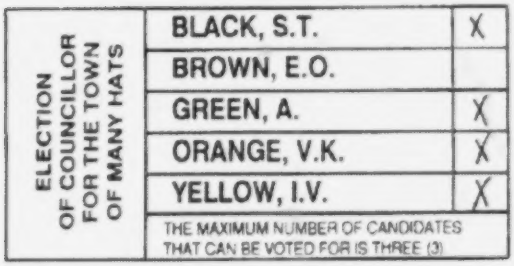
4. Ballot Validity

Void Ballots (s. 86)

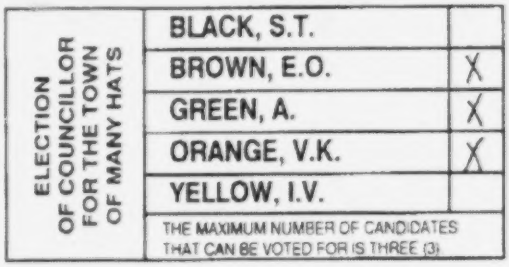
Void ballots are those:

- that do not bear the initials of the officer;

- on which more votes are cast than an elector is entitled to vote for (However, an elector may vote for less than the maximum number indicated.);

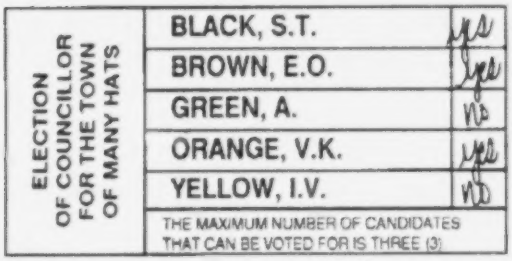

ELECTION OF COUNCILLOR FOR THE TOWN OF MANY HATS
BLACK, S.T. X
BROWN, E.O.
GREEN, A. X
ORANGE, V.K. X
YELLOW, I.V. X
THE MAXIMUM NUMBER OF CANDIDATES THAT CAN BE VOTED FOR IS THREE (3)

Void

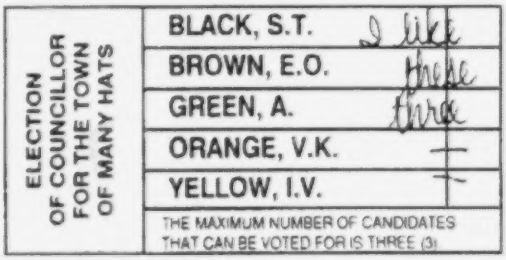

ELECTION OF COUNCILLOR FOR THE TOWN OF MANY HATS
BLACK, S.T.
BROWN, E.O. X
GREEN, A. X
ORANGE, V.K. X
YELLOW, I.V.
THE MAXIMUM NUMBER OF CANDIDATES THAT CAN BE VOTED FOR IS THREE (3)

Valid

- on which anything is written or marked by which an elector can be identified;

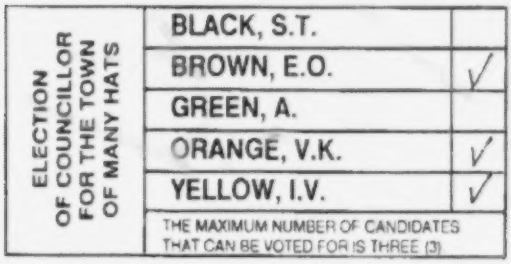

ELECTION OF COUNCILLOR FOR THE TOWN OF MANY HATS
BLACK, S.T. yes
BROWN, E.O. yes
GREEN, A. no
ORANGE, V.K. yes
YELLOW, I.V. no
THE MAXIMUM NUMBER OF CANDIDATES THAT CAN BE VOTED FOR IS THREE (3)

Void


ELECTION OF COUNCILLOR FOR THE TOWN OF MANY HATS
BLACK, S.T. I like
BROWN, E.O. three
GREEN, A. three
ORANGE, V.K. —
YELLOW, I.V. —
THE MAXIMUM NUMBER OF CANDIDATES THAT CAN BE VOTED FOR IS THREE (3)

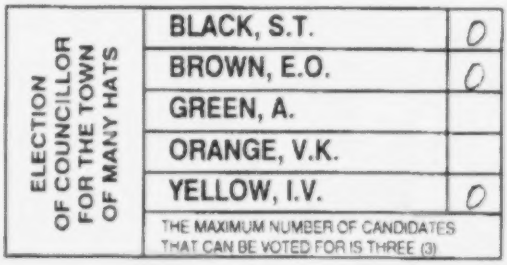
Void

- which are not marked with an "X". However, if a vote, though incorrectly marked on a ballot, clearly indicates for whom or what the elector intended to vote, the deputy may count that ballot (s. 83(3));


ELECTION OF COUNCILLOR FOR THE TOWN OF MANY HATS
BLACK, S.T.
BROWN, E.O. ✓
GREEN, A.
ORANGE, V.K. ✓
YELLOW, I.V. ✓
THE MAXIMUM NUMBER OF CANDIDATES THAT CAN BE VOTED FOR IS THREE (3)

Valid

(P.D. Option)


ELECTION OF COUNCILLOR FOR THE TOWN OF MANY HATS
BLACK, S.T. 0
BROWN, E.O. 0
GREEN, A.
ORANGE, V.K.
YELLOW, I.V. 0
THE MAXIMUM NUMBER OF CANDIDATES THAT CAN BE VOTED FOR IS THREE (3)

Valid

(P.D. Option)

- that has been torn, defaced or otherwise dealt with by an elector so that he or she can thereby be identified; and
- on which no vote has been cast by the elector.

Marking of Void Ballots (s. 86)

If a ballot is void, a deputy must, on the back of the ballot, record the word "rejected" and initial each endorsement.

Ballots Objected To (s. 87)

If a candidate or candidate's agent objects to a ballot being counted or rejected, the objection must be recorded on the Note of Objection to Ballot form (Form 12) opposite a consecutive number. This number, together with the deputy's initials, must then be recorded on the back of the ballot which has been objected to. If the objection refers to a rejected ballot, then the deputy must also record, on the back of the ballot, "rejection objected to."

5. Ballot Account (s. 89)

After all of the ballots have been counted, the Ballot Account form (Form 13), must be completed and signed by at least two deputies and by those candidates or their agents present who desire to sign it.

THE BALLOT ACCOUNT MUST BE KEPT SEPARATE FROM ALL OTHER MATERIALS SO THAT IT CAN BE HAND DELIVERED TO THE RETURNING OFFICER.

If the presiding deputy is unable to deliver the items personally to the returning officer, the deputy should deliver them to a person chosen by the presiding deputy and obtain a receipt. In turn, the chosen person should deliver the items to the returning officer and obtain a receipt.

6. Presiding Deputy's Certification (s. 90)

The presiding deputy must certify, in words, the number of persons who voted at the voting station at which he or she was appointed to preside (Form 9). The certification must be placed on top of the stack of completed voting register forms so that it will be part of the voting register.

7. Security of Election Materials (s. 92 and 93)

Election materials must be placed in separate packets labeled as follows:

- the valid ballots;
- the valid ballots objected to together with the notes of objections made to the ballots found in the ballot box;
- rejected ballots, including those on which no vote has been cast by an elector;
- spoiled ballots;
- the unused ballots;
- rejected special ballot certificate envelopes;
- voting register together with the statements on completion of ballot count; and
- the list of electors, if any.

Each packet of ballots must be marked on the outside with a short statement of the contents, date of election, name of the deputy and the voting subdivision name or number. Each of the packets should be sealed (s. 93) and placed in the ballot box, along with the list of electors, if used. The ballot box should be closed and sealed.

NO OTHER MATERIALS OR SUPPLIES SHOULD BE PLACED IN THE BALLOT BOX.

8. Delivery of Election Materials to the Returning Officer (s. 94)

The presiding deputy must personally deliver the ballot account form and the sealed ballot boxes to the returning officer.

9. Declaration of Election Results (s. 95, 97, and 99)

As the results are received from the voting stations, the returning officer may publish unofficial results. The candidate(s) receiving the highest number of votes shall be declared to be elected.

In the event of a tie, the returning officer must write the names of those candidates separately on blank sheets of paper of equal size, colour and texture. These must be folded in a uniform manner so that the names are concealed and then placed in a receptacle. The returning officer must then direct some person to withdraw one name which is declared by the returning officer to have one more vote that the other candidate(s).

PART IV

AFTER ELECTION DAY

PART IV - AFTER ELECTION DAY

1. Delivery of Election Material to Secretary (s. 100)

The returning officer must deliver to the secretary the sealed ballot boxes, the ballot account and the nomination papers as soon as practicable after the election. The secretary must retain the ballot account and the nomination papers until the term of office to which they relate has expired.

The ballot account and nomination papers may be inspected by an elector during regular business hours in the presence of the secretary.

2. Returning Officer's Recount (s. 98)

There are three situations where a returning officer may consider making a recount:

- If the returning officer considers that the number of valid ballots objected to or rejected ballots other than those on which no vote has been cast by an elector, was sufficient to affect the result of the election if they had not been counted or rejected, as the case may be. OR
- If a candidate, an official agent, or scrutineer shows grounds that the returning officer considers reasonable for alleging that the record of the result of the count is inaccurate. OR
- If the returning officer believes there may have been an administrative or technical error that may cause an error in the count of votes.

The recount shall be conducted prior to the declaration of the results of the election which is noon on the fourth day following the election.

In the event that a candidate or agent has requested a recount, the request must be made within 44 hours of the closing of the voting stations. Twelve hours prior to the returning officer's recount, the returning officer must notify the candidates who may be affected and those officers considered necessary to assist in the recount.

The counting procedure must be the same as that used by the deputy returning officer at the voting station when counting the ballots.

Results of the Returning Officer's Recount (s. 98(3))

After the recount, the returning officer shall correct the ballot account if necessary, and secure again all of the election materials in a closed and sealed ballot box as was done at the original count.

A declared vote of equality at the original count of ballots shall be counted at the recount only if the recount confirms the equality of votes among the same candidates as at the original count.

If the recount results in an equality of votes different from the result of the original count and it is necessary to determine which candidate is elected, the "drawing procedure" would be applied (s. 99).

3. Official Results (s. 97)

At noon on the fourth day after election day, at the office of each local jurisdiction for which an election was held, the returning officer shall announce, or cause to be announced or posted, a statement of the results including a declaration that the candidate receiving the highest number of votes for each office to be filled is elected.

If the result was announced, the returning officer shall post in some conspicuous place, a signed statement showing the number of votes cast for each candidate.

A signed statement completed by the returning officer, noting the number of votes for each candidate and a declaration of the candidates elected, must be forwarded to the relevant Minister's Deputy Minister and the secretary. (Sample forms of Official Election Results are provided in the Appendix.)

4. Judicial Recount (s. 103, 104, 105, 106, and 112)

Within 19 days of the close of the voting stations on election day, any elector may apply to the Court by notice of motion for a recount.

The elector shall file an affidavit with the Clerk of the Court alleging reasonable grounds for believing that the presiding officer at the voting station did improperly count or reject ballots.

The elector shall deposit with the clerk $300 in cash, certified cheque, or money order as security for the payment of costs and expenses.

The applicant, at least three days prior to the application for a recount, shall serve a copy of the notice of motion and affidavit on the secretary, returning officer, and all candidates for the affected office.

On hearing the application for a recount, a judge may set the day, time, and place for the holding of a judicial recount.

The secretary shall be present at the judicial recount with the sealed ballot boxes and the ballot account which were used at the election.

Results of the Judicial Recount

The judge will certify the result of the recount to the secretary, who will post a statement in the office declaring the result.

5. Organizational Meeting

Local Jurisdictions Other Than Summer Villages

(s. 192 - Municipal Government Act)

The organizational meeting of a council shall be held annually, not later than two weeks after the third Monday in October at a time and place fixed by the Chief Administrative Officer (CAO).

The CAO shall give written notice of the meeting to each member of council indicating in the notice the date, time, and place of the organizational meeting. The notice shall be in accordance with s. 196(1) of the *Municipal Government Act*.

Summer Villages (s. 192 - Municipal Government Act)

The organizational meeting of a council shall be held not later than August 31st in any year.

The CAO shall give written notice of the meeting to each member of council indicating in the notice the date, time, and place of the organizational meeting. The notice shall be in accordance with s. 196(1) of the *Municipal Government Act*.

School Boards (s. 64 - School Act)

An organizational meeting of a board shall be held annually, and, in any year in which a general election takes place, shall be held within four weeks following the date of that election, at a time and place fixed by the secretary of the board.

The secretary of the board shall notify each trustee of the date, time, and place of the organizational meeting as if it were a special meeting in accordance with s. 67 of the *School Act*.

6. Disposal of Election Materials (s. 101)

The secretary, unless otherwise ordered by a judge, shall retain the ballot boxes with the seals unbroken for six weeks from the date of voting. Then the secretary shall cause the ballot boxes to be opened and the contents destroyed in the presence of two witnesses. Each of these two witnesses shall take an affidavit witnessing the destruction of the contents of the ballot boxes. (Suggested affidavit form available in the Appendix.)

PART V

ADDITIONAL INFORMATION

PART V - ADDITIONAL INFORMATION

1. By-elections

Date of By-election (s. 11 and 12)

For all local jurisdictions including summer villages, the date of the by-election shall be on a day fixed by a resolution of the elected authority.

Proceedings for the conduct of a by-election shall be the same as for a general election except that for summer villages, nominations shall be received by the returning officer between the hours of 10 a.m. and noon on nomination day.

2. Vote on Bylaws and Questions

Proceedings (s. 7)

If the *Local Authorities Election Act* or any other act provides for the submission of a bylaw or question, then the bylaw or question shall be submitted to a vote in accordance with the act.

Ballot (s. 44)

If there is to be a vote on a bylaw or question, the elected authority by resolution must determine the wording to be used on the ballot and may determine the form of the ballot.

If the elected authority does not determine the form of the ballot, the returning officer must do so.

Scrutineers (s. 70)

When requested in writing by two or more electors, the returning officer shall appoint in writing those persons named in the request as scrutineers to attend at the voting stations on behalf of those persons in favour of the bylaw or question. The returning officer should follow the same procedure for the appointment of scrutineers

representing those in opposition. Not more than one scrutineer for each side of the bylaw or question may be in attendance at the same time at a voting station, or at a counting of the votes.

The returning officer may designate the place or places where a scrutineer may observe the election procedure.

The scrutineer is required to subscribe to a scrutineer's statement in the prescribed form (Form 10) and must be at least 18 years of age.

Results (s. 96)

In the case of a vote on a bylaw or question, when there is only one voting station, the returning officer shall declare the result of the vote immediately after completing the counting of the ballots.

Where there is more than one voting station used for a vote on a bylaw or question, the returning officer shall receive all the ballot boxes from all the voting stations. Without opening any of the sealed packets of ballots, the returning officer shall calculate the number of ballots marked for and against the bylaw or question from the ballot account of the numbers of ballots given, declare the results in accordance with s. 97(2).

The returning officer shall, on declaring the result, certify the percentage of persons who have voted in the affirmative and exclude from the total number of ballots all ballots that have not been counted.

The returning officer shall forward a signed statement showing the number of votes for and against a bylaw or question to the secretary and the relevant Minister's Deputy Minister.

3. Joint Elections (s. 2)

An elected authority, by resolution, may authorize an agreement for holding an election in conjunction with one or more elected authorities in the same area.

The elected authority that is responsible for conducting the election has all the rights, powers, and duties of those elected authorities that have entered in the agreement.

4. Ministerial Powers

Directions (s. 6)

The relevant Minister may give directions governing the conduct of any election or the vote on a bylaw or question if the Minister considers the provisions of the *Local Authorities Election Act* insufficient.

Vote on Question (s. 6)

The relevant Minister may require, in conjunction with an election, that a vote be conducted on any question specified by the Minister respecting any matter over which the elected authority has jurisdiction.

Regulations (s. 159)

The Minister of Municipal Affairs may make regulations prescribing forms and their contents for use in an election, establishing standards for ballot boxes and respecting identification indicating that a person is an enumerator, a candidate or a campaign worker.

Ward System (s. 6)

If there are wards in an area, the provisions of the act respecting a general election apply unless specifically varied in the act. If the bylaw, resolution or order establishing wards does not provide for any matter, the relevant Minister may by order, give direction as to that or any other matter or thing requisite to the proper conduct of an election.

Altering Conduct and Dates of Elections (s. 6)

The relevant Minister may decide any questions arising from the difficulty or impossibility of applying the act and in so deciding, he may by order, alter dates prescribed by the act for the doing of any matter or thing and may give other directions.

5. Powers of the Lieutenant Governor in Council (s. 159(1) and 160)

Regulations

The Lieutenant Governor in Council may make regulations providing for any matter not provided for or insufficiently provided for in the *Local Authorities Election Act* but such a regulation would cease to be effective after the last day of the next ensuing session of the Legislature.

The Lieutenant Governor in Council may make regulations to permit a municipality to modify the election procedures, for example, establishing more than one voting station in a voting subdivision. This modification, without authorization, would be contrary to s. 37 of the act.

It must be remembered that in all cases of proposed modification to the procedures, the elected authority must make application to the relevant minister for a Ministerial Order authorizing same if the elected authority has not already passed a bylaw. (Regulation 5/2007).

PART VI

REGULATIONS, VOTING PROCEDURES AND ARRANGEMENTS

BALLOT BOX REGULATION

LOCAL AUTHORITIES ELECTION ACT

Definitions

1. In this regulation,

(a) "seal" means a closing device or method applied to a ballot box in accordance with the Act that must be broken in order for the ballot box to be opened;

(b) "tape" means tape that has adhesive on one side and is of sufficient strength that it cannot be removed from a cardboard ballot box without being cut or without defacing the cardboard ballot box.

Permanent ballot boxes

2. Each ballot box shall be made of durable material and constructed that ballots can be deposited into the ballot box and cannot be removed from it unless the seal broken and the ballot box is opened.

Cardboard ballot boxes

3. (1) Notwithstanding section 2, an elected authority may use cardboard ballot boxes if each cardboard box used

(a) is constructed of a minimum 175-pound text cardboard,

(b) meets the following minimum dimensions, as shown in the Schedule:

(i) width, 22 centimetres;

(ii) length, 36 centimetres;

(iii) height, 36 centimetres;

(c) has four flaps at each side, as shown in the Schedule, that meet or overlap when closed and taped, so as to prevent the removal of ballots unless the ballot box is opened by cutting the tape, and

(d) has one slot for the deposit of ballots, the width of which is 0.5 centimetres and location and the length of which is discretionary.

(2) A cardboard ballot box must be closed and must be sealed by closing the flaps and placing a piece of tape over the entire adjoining edges and the ends of the closed flaps, such that the tape prevents the flaps from being opened without first cutting the tape.

Repeal

4. The Ballot Box Regulation (AR 144/2000) is repealed.

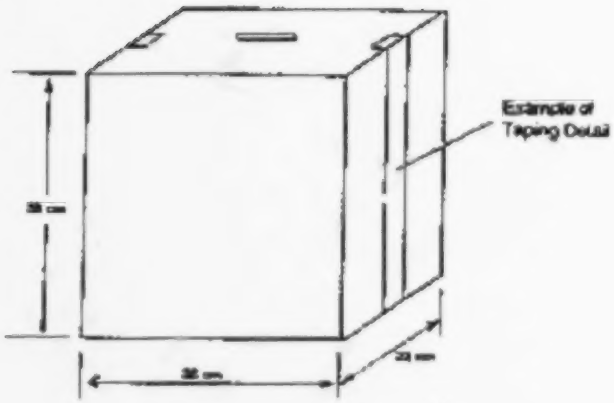
Expiry

5. For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on October 31, 2009.

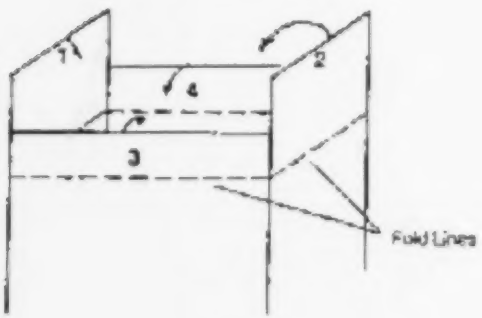
Schedule

Minimum Dimensions of a Closed Cardboard Ballot Box

Slot location and slot length are discretionary.
Slot width is 0.5 centimetres.



END FLAP FOLDING DETAIL



FORMS REGULATION

LOCAL AUTHORITIES ELECTION ACT

1 (1) The forms set out in Schedule 1 are the English forms for use under the *Local Authorities Election Act*.

(2) The forms set out in Schedules 2 and 3 are the forms for use under the *Local Authorities Election Act* for the election of members of a Regional authority as defined in the *School Act*. (not included)

2 If a council has passed a resolution under section 155 of the *Municipal Government Act*, the title directed by that council for "councillor" or "chief elected official" is the title that may, in that local jurisdiction, replace councillor or chief elected official on the forms in the Schedules.

3 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on October 31, 2017.

4 The forms contained in Schedule 1 are found in the Appendix of this document.

MODIFIED VOTING PROCEDURE REGULATION

LOCAL AUTHORITIES ELECTION ACT

(EFFECTIVE JANUARY 23, 2007)

Definition

1. In this Regulation, "Act" means the *Local Authorities Election Act*.

Designating locations of voting stations

2. Where an elected authority has passed a bylaw in accordance with section 160(2) of the Act, section 37 of the Act is modified as follows:
   (a) the returning officer of the elected authority may designate the location of the voting station;
   (b) the location of more than one voting station may be designated for each voting subdivision.

Elector's statement

3. The statement required under section 77 of the Act is Form 8 as prescribed in Schedule 1 to the *Local Authorities Election Forms Regulation* (AR 378/2003).

Blind voter template

4. Despite section 78(5) of the Act, where an elected authority has passed a bylaw in accordance with section 160(2) of the Act, the returning officer of the elected authority may determine the form of the blind voter template to be provided to an elector under that section.

Appointing deputies to take votes of electors unable to attend voting station

5. Despite section 79(1) and (3) of the Act, where an elected authority has passed a bylaw in accordance with section 160(2) of the Act,
   (a) the elected authority may define lodge accommodation as a home, including a self-contained housing unit, for the use of persons of advanced years who
      (i) are not suffering from any chronic disease that incapacitates them, and

(ii) may or may not be capable of or desirous of maintaining their own housing accommodation,

and

(b) the returning officer of the elected authority may appoint the number of deputies that the returning officer considers necessary to take the votes of electors who reside in lodge accommodation, as defined under clause (a), and are unable to attend a voting station or advance voting station to vote.

Repeal

6. The *Modified Voting Procedure Regulation* (AR 170/2000) is repealed.

Expiry

7. For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on November 30, 2016.

SAMPLE APPLICATION TO USE MODIFIED VOTING PROCEDURE

Alberta Municipal Affairs and Housing
Local Government Services Division
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta
T5J 4L4

Dear Sir:

Re: Modified Voting Procedure

Please be advised that on _____(date)_____ Council passed the following resolution:

"Moved by Councillor _____(name)_____.

That the *Local Authorities Election Act* permits the operation of only one voting station for each voting subdivision the __(name of municipality)__ hereby applies to Municipal Affairs and Housing for an Order authorizing the Council of the __(name of municipality)__ to pass a bylaw permitting the returning officer to designate more than one voting station in a subdivision."

"Carried."

Accordingly, Council hereby applies for the necessary Ministerial Order authorizing the passing of a (bylaw to use) the modified voting system established by Regulation No. 5/2007.

Yours truly,

_____
(CAO, Manager, etc.)

SAMPLE BYLAW TO ADOPT THE MODIFIED VOTING PROCEDURE

(Name of Municipality)

Bylaw #_____

BEING A BYLAW TO ADOPT A MODIFIED VOTING PROCEDURE

Pursuant to the Provisions of the *Local Authorities Election Act*, Revised Statutes of Alberta, 2000 and amendments thereto, and under the authority of Ministerial Order number: ___ , the Council of _____ , in the Province of Alberta, enacts as follows:

1. The _____ hereby adopts the modified system of conducting an election as prescribed by Alberta Regulation No. 5/2007 and amendments.

2. The modified voting procedure shall be used for the purpose of conducting elections pursuant to the provisions of the *Local Authorities Election Act*.

3. This bylaw shall come into force and effect upon the date of the passing of the third and final reading.

Read a first time _____

Read a second time _____

Read a third time _____

and finally passed this _____ day of _____ , 20_____ .

_____

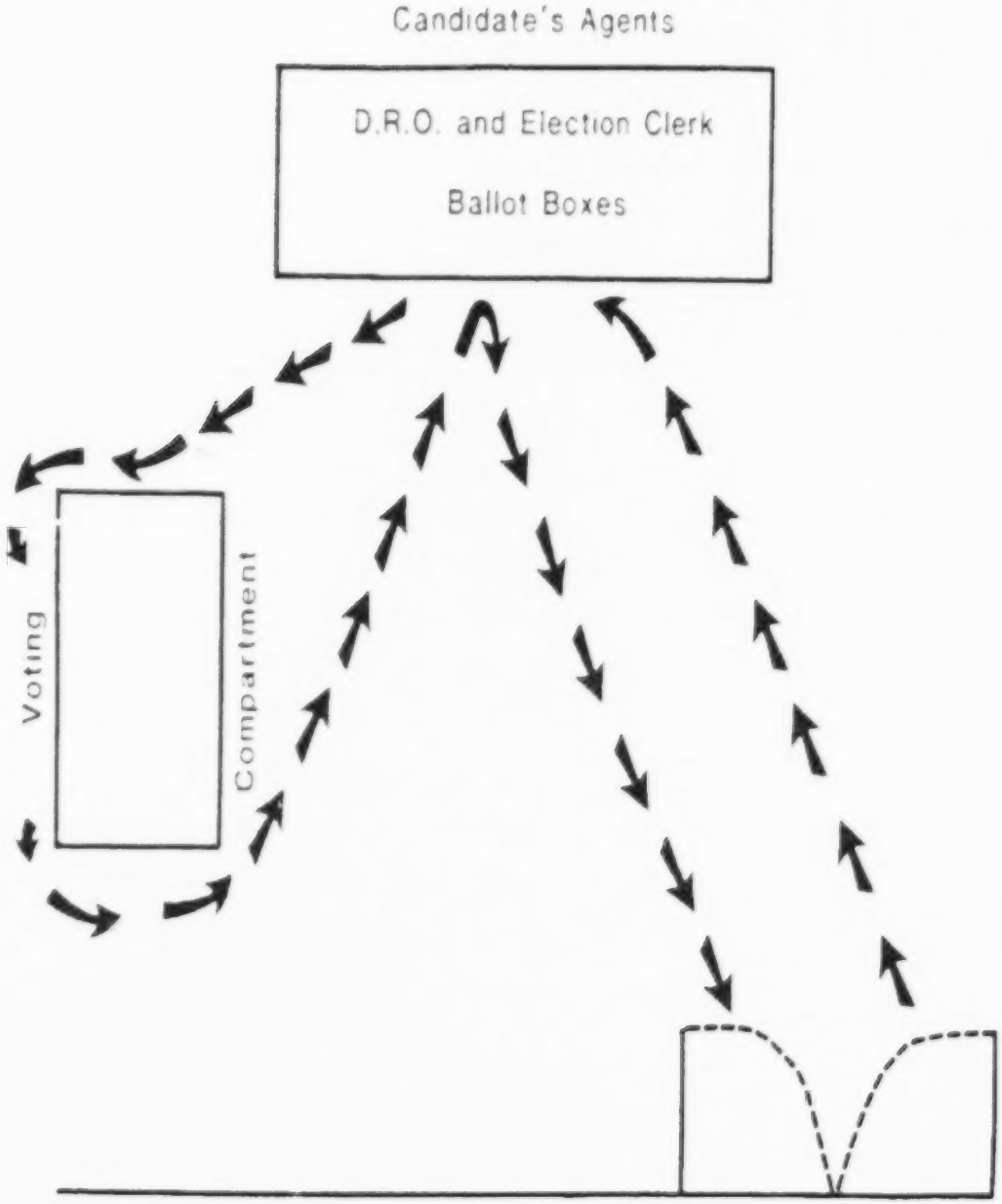
CEO (Mayor, Reeve)

Date signed _____

_____

CAO

A SUGGESTED VOTING STATION ARRANGEMENT



SMALL TO MEDIUM JURISDICTION

A SUGGESTED VOTING STATION ARRANGEMENT

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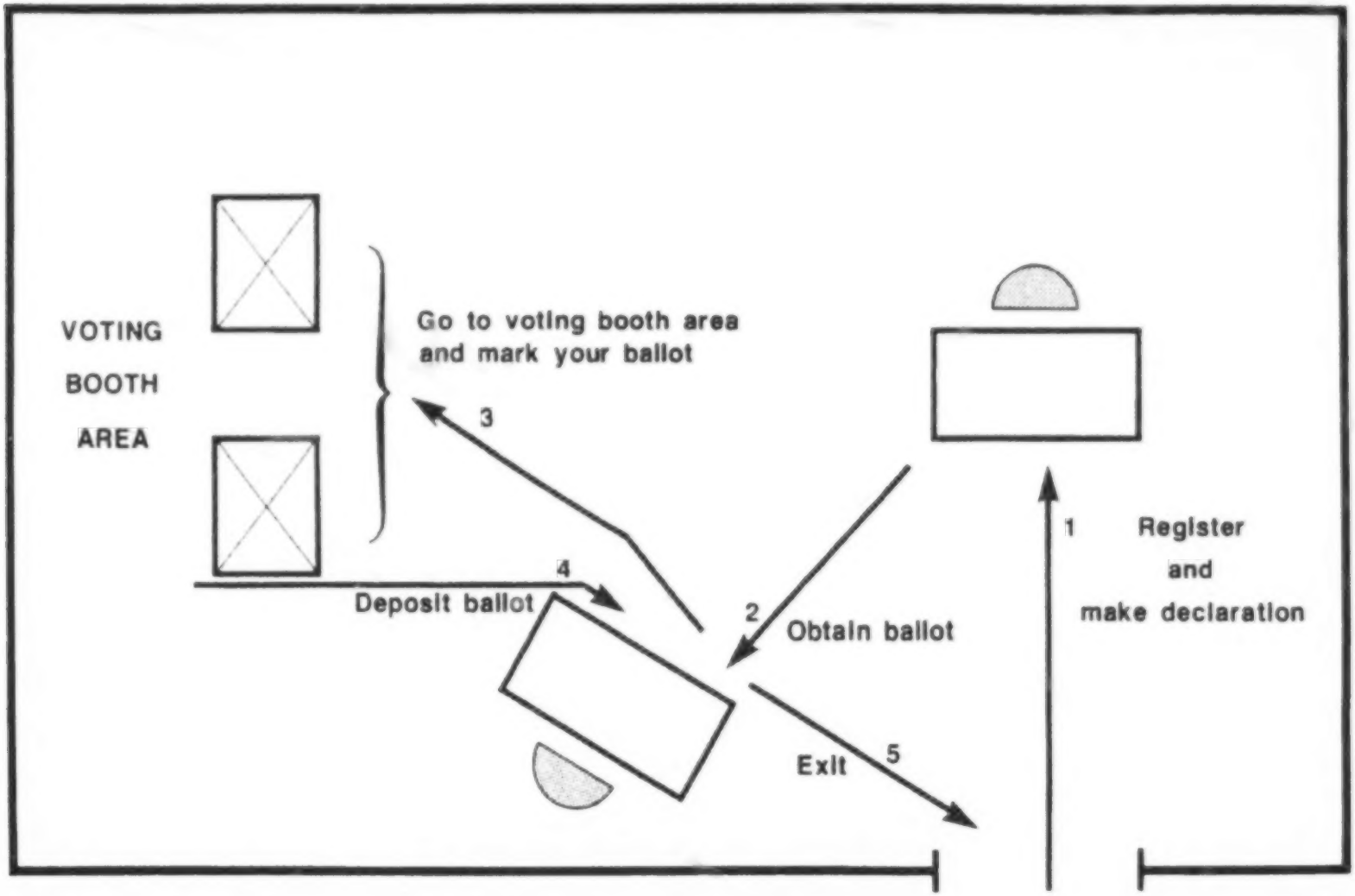

A SUGGESTED VOTING STATION ARRANGEMENT

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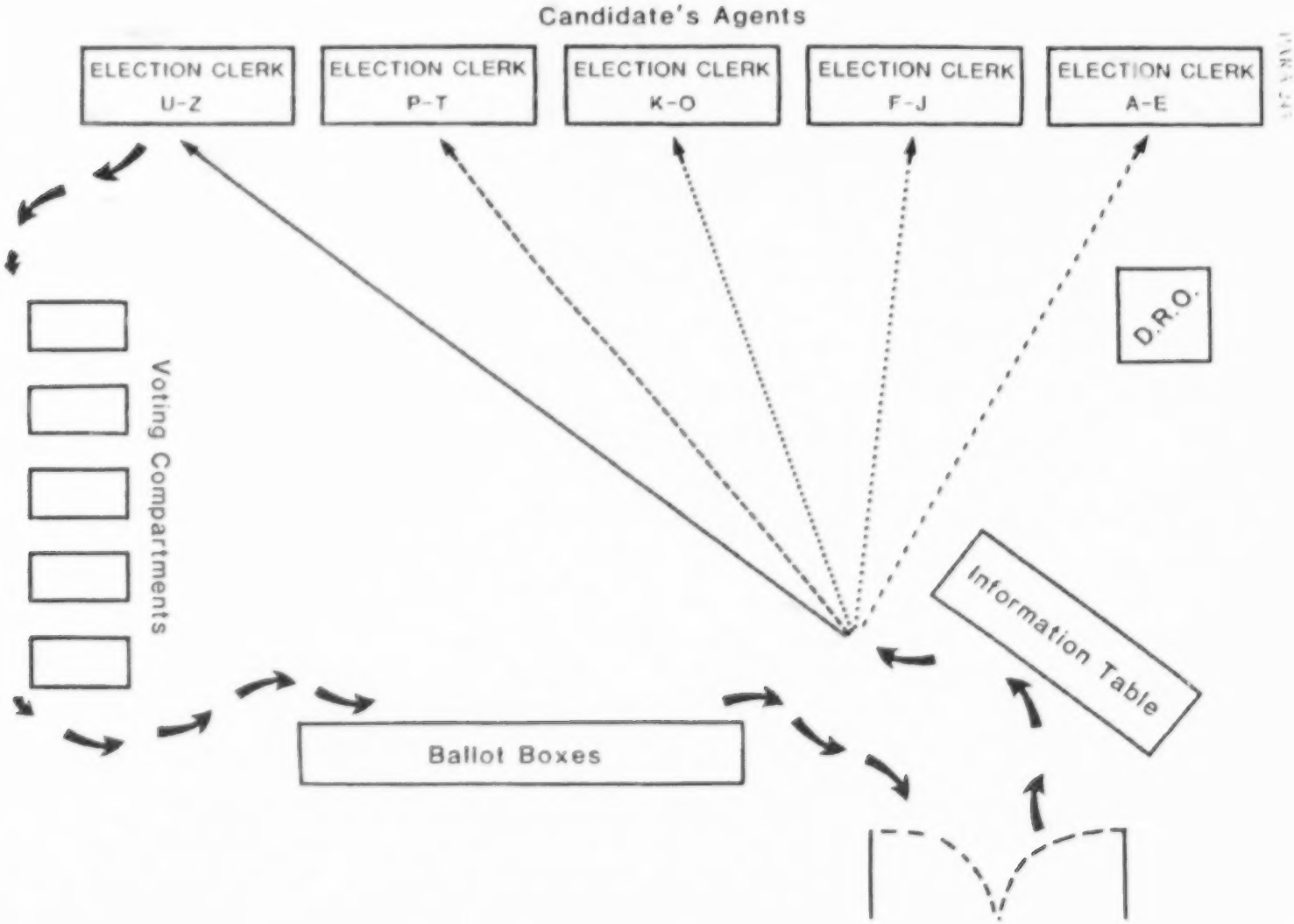


PART VII

INSTRUCTIONS ON
HOW TO FILL OUT ELECTION FORMS

FORM 1

Oath of Returning Officer and Official Agent

Local Authorities Election Act
(Section 16)

Local Jurisdiction: (1) Province of Alberta

Election Date: (2)

I, (3), solemnly swear (affirm)
(Name of Person Taking Oath)

THAT I will diligently, faithfully and to the best of my ability execute according to law the office of (4).
(Office Appointed To)

THAT I will not communicate to any person any information obtained at an election or in the course of carrying out my duties as to the candidate or candidates for whom a person has voted, or at a vote on a bylaw or question, as to whether a person has voted for or against a bylaw or question.

THAT, where applicable, I will not communicate to any person any information obtained in the course of carrying out my duties as a returning officer or official agent; and

THAT I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

SWORN (AFFIRMED) before me
at the (6) of
in the Province of Alberta
this _____ day of _____ 20___

(5)
(Signature of Person Taking Oath)

(7)
(Signature of Returning Officer or Commissioner for Oaths)

It Is An Offence To Sign A False Affidavit

Note: The personal information that is being collected under the authority of the Local Authorities Election Act will be used for the purposes under that Act. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act.

If you have any questions about the collection, contact _____
(Title and Business Phone Number of the Responsible Official)

MAOT51 (2007/04)

PURPOSE

Form 1 serves as an affidavit, which is a statement made under oath. It contains statements that are verified by the oath of the person making the statement. Legal rights are therefore established. The importance of the affidavit is reflected in the Criminal Code which provides a maximum penalty of 14 years imprisonment for any person making a false affidavit.

Every returning officer, or official agent is, required to take the oath before performing his/her duties.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted. For example, the election may be held for both council and school board, in which case both names will be printed.

2. Enter the date of the election.

3. Enter the name of the person making oath.

4. Enter the appointed office (returning officer, or official agent) of the person making the oath.

5. Ask the person to read and sign the affidavit. It is not necessary for the person to read the affidavit aloud. If the affidavit has already been signed, ask him/her if the signature is his/hers.

Ask the person if he/she wishes to either swear or affirm to the affidavit. If he/she wishes to swear, ask him/her to raise his/her right hand, and then ask him/her *"Do you swear that the contents of this your affidavit are true, so help you God?"* He/She responds by saying *"I do"* while holding his/her hand uplifted. If he/she wishes to affirm to the affidavit, ask him/her *"Do you solemnly affirm and declare that the contents of this your affidavit are true?"* The person responds by saying *"I do"*.

6. Complete the jurat by printing the name of the place and the date on which the affidavit is made.

7. Sign the jurat. Indicate if you are administering the affidavit as a returning officer or as a commissioner for oaths by circling the appropriate position. If you are a commissioner for oaths, include your printed name and the date on which your appointment expires. The returning officer cannot administer his or her own oath.

FORM 1A

Statement of Deputy, Enumerator and Constable

Local Authorities Election Act
(Section 16)

Local Jurisdiction (1) _____ Province of Alberta

Election Date (2) _____

I (3) _____ solemnly state
(Name of Deputy, Enumerator or Constable)

THAT I will diligently, faithfully and to the best of my ability execute according to law the office of

(4) _____
(Office Appointed To)

THAT I will not communicate to any person any information obtained at an election or in the course of carrying out my duties as to the candidate or candidates for whom a person has voted, or at a vote on a bylaw or question, as to whether a person has voted for or against a bylaw or question,

THAT, where applicable, I will not communicate to any person any information obtained in the course of carrying out my duties as a deputy, enumerator or constable, and

THAT I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

(5) _____
(Signature of Deputy, Enumerator or Constable)

It Is An Offence To Sign A False Affidavit

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact _____
(Title and Business Phone Number of the Responsible Official)

MA1328 (2007/04)

PURPOSE

Form 1A serves as a statement made under the Act. It contains statements that are agreed to by the person making the statement. Legal rights are therefore established.

Every deputy, presiding deputy, enumerator, or constable is required to make the statement before performing his duties.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted. For example, the election may be held for both council and school board, in which case both names will be printed.

2. Enter the date of the election.

3. Enter the name of the person making oath.

4. Enter the appointed office (deputy, presiding deputy, enumerator, or constable) of the person making the statement.

5. Ask the person to read and sign the statement. It is not necessary for the person to read the statement aloud.

FORM 2

Notice of Nomination Day

Local Authorities Election Act
(Section 26)

Local Jurisdiction: _____ **(1)** _____ Province of Alberta

Notice is hereby given that Nomination Day is _____ **(2)** _____ and that nominations
(Date)

for the election of candidates for the following offices will be received at the location of the local jurisdiction office set out below between the hours of _____ **(3)** _____ and 12:00 Noon on
(Start Time)

Nomination Day

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)
(4)		

Location (Address) of Local Jurisdiction Office

_____

_____ **(5)** _____

_____

_____

DATED at the _____ **(6)** _____ of _____ in the

Province of Alberta this _____ day of _____ 20_____

_____ **(7)** _____
(Returning Officer)

MA0752 (2007/04)

PURPOSE

Form 2 provides the wording required to give notice of nomination day for local jurisdictions other than summer villages (See Form 2SV).

Notice must be given at least once in each of the two weeks before nomination day, in a newspaper or other publication circulating in the area, or at least once the week before nomination day by mailing or delivering a notice to every residence in the local jurisdiction. When this has been complied with, the returning officer may publish, mail, and deliver additional notices and may give notice by any other method and as many times as the returning officer considers appropriate.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which nominations will be received.

2. Enter the date on which Nomination Day is being held. Nomination Day is four weeks before Election Day.

3. Enter the start time for receiving nominations on nomination day. Nominations may be received earlier than 10:00 a.m. if the elected authority has passed a bylaw, prior to June 30 of an election year, to do so.

4. Enter the names of the offices, the number of vacancies in each office, and the ward or electoral division number (if applicable) for which nomination papers are being received.

5. Enter the address of the location at which nomination papers will be received on nomination day. Additional information and directions may also be included to assist persons in finding the location.

6. Enter the name of the place and the date on which this information is being compiled.

7. Enter the name of the returning officer.

FORM 2 SV

Notice of Nomination Day For Summer Villages

Local Authorities Election Act (Sections 12, 26)

Local Jurisdiction _____ **(1)** _____ Province of Alberta

Notice is hereby given that Nomination Day is _____ **(2)** _____ and that nominations
(Date)

for the election of candidates for the following offices will be received between the hours of

_____ and _____ at _____ **(3)** _____
(Location)

Office(s)	Number of Vacancies
(4)	

DATED at the _____ **(5)** _____ of _____ in the

Province of Alberta, this ____ day of _____ 20 ____

_____ **(6)** _____
(Returning Officer)

MA07523V (2007/04)

PURPOSE

Form 2SV provides the wording required to give notice of nomination day for summer villages.

Notice must be given at least once in each of the two weeks before nomination day, in a newspaper or other publication circulating in the area, or at least once the week before nomination day, by mailing or delivering a notice to every residence in the local jurisdiction. When this has been complied with, the returning officer may publish, mail, and deliver additional notices and may give notice by any other method and as many times as the returning officer considers appropriate.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which nominations will be received.

2. Enter the date on which Nomination Day is being held. Nomination Day is four weeks before Election Day.

3. Enter the start time and location for receiving nominations on nomination day. The hours are established by council.

4. Enter the offices and the number of vacancies in each office for which nomination papers are being received.

5. Enter the name of the place and the date on which this information is being compiled.

6. Enter the name of the returning officer.

PURPOSE

Nomination Paper and Candidate's Acceptance

FORM 3

Local Authorities Election Act
(Sections 12, 21, 22, 27, 47, 151)
School Act (Section 44(4))

Local Jurisdiction **(1)** Province of Alberta

We, the undersigned electors of _____, nominate
(Name of Local Jurisdiction and Ward, if applicable)

_____ of _____
(Candidate's Surname) (Given Names) (Street Address or Legal Land Description of the Candidate's Residence)

as a candidate at the election about to be held for the office of _____
(Office Nominated For)

of _____
(Name of Local Jurisdiction)

Signatures of at least 5 ELECTORS ELIGIBLE TO VOTE in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable)

Printed Name of Elector	Street Address or Legal Land Description of Residence of Elector	Signature of Elector

Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 27, 47, and 151 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) and understand their contents; and
- THAT I am appointing **(2)** _____ as my official agent (Name, Contact Information or Address and Telephone Number of Official Agent) (if applicable)

Print name as it should appear on the ballot

(3) _____
(Candidate's Surname) (Given Names (may include nicknames, but not titles, e. Mr. Mrs. Dr.))

SWORN (AFFIRMED) before me
at the _____ of **(5)** _____
in the Province of Alberta
this _____ day of _____ 20____

(4) _____
(Candidate's Signature)

(6) _____
(Signature of Returning Officer or Commissioner for Oaths)

It is an Offence to Sign a False Affidavit or a Form That Contains a False Statement

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact _____
(Title and Business Phone Number of the Responsible Official)

MA075 (2007/04)

Form 3 serves as an affidavit, which is a statement made under oath. It contains statements that are verified by the oath of the person, in this case the candidate, making the statement. Legal rights are therefore established. The importance of the affidavit is reflected in the Criminal Code which provides a maximum penalty of 14 years imprisonment for any person making a false affidavit.

The form also serves as a vehicle for the electors nominating the candidate to record their name, address, and signature. The reverse of the form may be used if more than five electors are nominating the candidate.

INSTRUCTIONS

1. The upper portion of the form should be complete when the form is submitted to you, however, check that it has been completed and that the names, addresses and signatures of at least five electors has been recorded. The person who is nominated as a candidate is responsible for ensuring the nomination meets the requirements of the Act.
Note: Because there is a requirement in section 28(6) to provide candidate information to the Deputy Minister, the returning officer will need to collect the mailing addresses for each candidate.

2. Ask the candidate if they are appointing an official agent.

3. Ask the candidate to print his name in the space provided. The name printed is the exact name that will be printed on the ballot. Ensure that the candidate is aware of this. A nickname, initials, or the true given name of the candidate is acceptable.

4. Ask the person if he/she wishes to either swear or affirm to the affidavit. If he/she wishes to swear, ask him/her to raise his/her right hand, and then ask him/her *"Do you swear that the contents of this your affidavit are true, so help you God?"* He/She responds by saying *"I do"* while holding his/her hand uplifted. If he/she wishes to affirm to the affidavit, ask him/her *"Do you solemnly affirm and declare that the contents of this your affidavit are true?"* The person responds by saying *"I do"* Ask the person to sign the affidavit.

5. Complete the jurat by entering the name of the place and the date on which the affidavit is made.

6. Sign the jurat. Indicate if you are administering the affidavit as a returning officer or as a commissioner for oaths by circling the appropriate position. If you are a commissioner for oaths, include your printed name and the date on which your appointment expires. Retain the completed form.

FORM 3RA **NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE**
Local Authorities Election Act
(Sections 12, 21, 22, 27, 47, 151)
School Act (Section 256)

THE (1) FRANCOPHONE EDUCATION REGION NO _____ PROVINCE OF ALBERTA

We, the undersigned electors of The (2) Francophone Education Region No _____

nominate _____ of _____
(name of candidate) (address of candidate)

as a candidate at the election about to be held for the office of _____

of the Regional authority of The _____ Francophone Education Region No _____

Signatures of at least 5 **ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and section 256(1)(1.1)(2) of the *School Act*.

Printed Name of Elector	Address of Elector	Signature of Elector

CANDIDATE'S ACCEPTANCE

I, the said _____ (3) _____, named
(surname) (given names)

in the foregoing nomination, solemnly swear (affirm)

THAT I am eligible under sections 21 and 47 of the *Local Authorities Election Act* and section 256(3)(3.1) of the *School Act*.

THAT I am not otherwise disqualified under section 22 of the *Local authorities Election Act* and section 256(3)(3.1) of the *School Act*.

THAT I will accept the office if elected.

THAT I have read sections 12, 21, 22, 27, 47 and 151 of the *Local Authorities Election Act* and section 256(3)(3.1) of the *School Act* and understand their contents; and

THAT I am appointing (4) (name, address and telephone number of official agent) (if applicable) as my official agent.

Print name as it should appear on the ballot

_____ _____
(Candidate's Surname) (Given Names) (may include nicknames, but not titles, i.e. Mr., Mrs., Dr.)

SWORN (AFFIRMED) BEFORE ME
at the _____ of (6) _____ (5) _____
in the Province of Alberta, this _____ day of (Candidate's Signature)
_____ 20 _____

(7)
(Signature of Returning Officer or Commissioner for Oaths)

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT CONTAINS A FALSE STATEMENT

NOTE
The personal information that is being collected under the authority of the *Local Authorities Election Act* and the *School Act* will be used for the purposes under those Acts. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact

_____
(title and business phone number of the responsible official)

MA0753F (2007/04)

PURPOSE

Form 3RA serves as an affidavit, which is a statement made under oath. It contains statements that are verified by the oath of the person, in this case the candidate, making the statement. Legal rights are therefore established. The importance of the affidavit is reflected in the Criminal Code which provides a maximum penalty of 14 years imprisonment for any person making a false affidavit.

The form also serves as a vehicle for the electors nominating the candidate to record their name, address, and signature. The reverse of the form may be used if more than five electors are nominating the candidate.

INSTRUCTIONS

1. Ensure the name of the region and its' number have been completed.

2. The upper portion of the form should be complete when the form is submitted to you, however, check that it has been completed and that the names, addresses and signatures of at least five electors have been recorded. The person who is nominated as a candidate is responsible for ensuring the nomination meets the requirements of the Act.

3. Ask the candidate to print his name in the space provided. The name printed is the exact name that will be printed on the ballot. Ensure that the candidate is aware of this. A nickname, initials, or the true given name of the candidate is acceptable.

4. Ask the candidate if they are appointing an official agent.

5. Ask the person if he/she wishes to either swear of affirm to the affidavit. If he/she wishes to swear, ask him/her to raise his/her right hand, and then ask him/her *"Do you swear that the contents of this your affidavit are true, so help you God?"* He/She responds by saying *"I do"* while holding his/her hand uplifted. If he/she wishes to affirm to the affidavit, ask him/her *"Do you solemnly affirm and declare that the contents of this your affidavit are true?"* The person responds by saying *"I do"*. Ask the person to sign the affidavit. Ask the person to sign the affidavit.

6. Complete the jurat by entering the name of the place and the date on which the affidavit is made.

7. Sign the jurat. Indicate if you are administering the affidavit as a returning officer or as a commissioner for oaths by circling the appropriate position. If you are a commissioner for oaths, include your printed name and the date on which your appointment expires. Retain the completed form.

FORM 4

Notice of Election
Local Authorities Election Act
(Sections 12, 35, 46)

Local Jurisdiction **(1)** , Province of Alberta

Notice is hereby given that an election will be held for the filling of the following offices:

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)
(2)		

(3)
Voting will take place on the _____ day of _____ 20____ between the hours of _____ (Start Time) and _____ (Closing Time). Voting stations will be located at

_____
(4)
_____
_____
_____

DATED at the **(5)** of _____ in the Province of Alberta, this _____ day of _____ 20_____

(6)
_____
(Returning Officer)

MAP754 (2007/04)

PURPOSE

Form 4 provides the wording required to give notice of election. Notice must be given by publishing a notice at least once a week in each of the two weeks before election day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before election day. When this has been complied with, the returning officer may publish, mail, and deliver additional notices and may give notice by any other method and as many times as the returning officer considers appropriate. This form may also be used as a guide in preparing a notice for advance vote. However notice of advance vote must be made at least one week before the advance vote date. Notice of election and notice of advance vote may be combined for publication, provided the publication timing requirements have been met.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted.

2. Enter the names of the offices, the number of vacancies in each office, and (if applicable) the ward or electoral division number for which the election is being held.

3. Enter the date on which voting will take place and the start time and closing times for voting. Except for summer villages, voting hours are from 10 a.m. to 8 p.m., unless an elected authority has passed a bylaw prior to June 30 in a year in which an election is to be held, to open the voting station before 10 a.m. Voting hours for summer villages are 10 a.m. to 7 p.m.

4. Enter the locations of the voting stations. Additional information and directions may also be included to assist persons in finding the location. Maps are often used, depicting the voting subdivisions and voting station locations of the local jurisdiction.

5. Enter the name of the place and the date on which this information is being compiled.

6. Enter the name of the returning officer.

FORM 4A

Notice of Election and Requirements for Voter Identification

Local Authorities Election Act
(Sections 12, 35, 46, 53)

Local Jurisdiction: _____ **(1)** _____ Province of Alberta

Notice is hereby given that an election will be held for the filling of the following offices:

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)
(2)		

(3)

Voting will take place on the _____ day of _____ 20_____, between the hours of _____ (Start Time) and _____ (Closing Time). Voting stations will be located at:

_____

_____

(4)

_____

_____

In order to vote, you must produce identification for inspection. Your identification must be one or more of _____ **(5)** _____ as required by bylaw.
(list acceptable forms of identification)

DATED at the _____ **(6)** _____ of _____ in the Province of Alberta, this _____ day of _____ 20_____.

_____ **(7)** _____
(Returning Officer)

MA1365 (2007/04)

PURPOSE

Form 4A provides the wording required to give notice of election and requirements for voter identification. Notice must be given by publishing a notice at least once a week in each of the two weeks before election day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before election day. When this has been complied with, the returning officer may publish, mail, and deliver additional notices and may give notice by any other method and as many times as the returning officer considers appropriate. This form may also be used as a guide in preparing a notice for advance vote. However notice of advance vote must be made at least one week before the advance vote date. Notice of election and notice of advance vote may be combined for publication, provided the publication timing requirements have been met.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted.

2. Enter the names of the offices, the number of vacancies in each office, and (if applicable) the ward or electoral division number for which the election is being held.

3. Enter the date on which voting will take place and the start time and closing times for voting. Except for summer villages, voting hours are from 10 a.m. to 8 p.m., unless an elected authority has passed a bylaw prior to June 30 in a year in which an election is to be held, to open the voting station before 10 a.m. Voting hours for summer villages are 10 a.m. to 7 p.m.

4. Enter the locations of the voting stations. Additional information and directions may also be included to assist persons in finding the location. Maps are often used, depicting the voting subdivisions and voting station locations of the local jurisdiction.

5. List the acceptable forms of identification to be shown in order to vote.

Continued...

6. Enter the name of the place and the date on which this information is being compiled.

7. Enter the name of the returning officer.

FORM 5

Notice of Vote on a Bylaw or Question

Local Authorities Election Act
(Sections 7, 12, 35, 46)

Local Jurisdiction **(1)** , Province of Alberta

Notice is hereby given that a vote of the electors will be held on the following:

(Specify Bylaw or Question to be voted on)

(2)

(3)

Voting will take place on the _____ day of _____ 20 _____ , between the hours of _____ and _____ Voting stations will be located at:
(Start Time) (Closing Time)

_____

_____

(4)

_____

_____

In order to vote, you must produce identification for inspection, if applicable. Your identification must be one or more of **(5)**
(list acceptable forms of identification)
as required by bylaw.

DATED at the _____ of **(6)** _____ in the Province of Alberta, this _____ day of _____ 20 _____

(7)
(Returning Officer)

MA0755 (2007/04)

PURPOSE

Form 5 provides the wording required to give notice of vote on a bylaw or question. Notice must be given by publishing a notice at least once a week in each of the two weeks before voting day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before voting day. When this has been complied with, the returning officer may publish, mail, and deliver additional notices and may give notice by any other method and as many times as the returning officer considers appropriate.

This form may also be used as a guide in preparing a notice for advance vote. However, notice of advance vote must be made at least one week before the advance vote date. Notice of voting day and advance voting day may be combined for publication purposes, provided the publication timing requirements have been met.

INSTRUCTIONS

1. Enter the complete and official name of the local jurisdiction for which the vote on a bylaw or question is being conducted.

2. Enter the wording, determined by resolution of the elected authority, for a vote on the bylaw or question. The wording will be the same as that printed on the ballot.

3. Enter the date on which voting will take place and the voting hours. On voting day, voting hours are 10 a.m. to 8 p.m. unless a bylaw has been passed prior to June 30 in the year in which an election is to be held, to open the voting station before 10 a.m., except for summer villages where voting hours are 10 a.m. to 7 p.m.

4. Enter the locations of the voting stations. Additional information and directions may also be included to assist persons in finding the location. Maps are often used, depicting the voting subdivisions and voting station locations of the local jurisdiction.

5. List the acceptable forms of identification to be shown in order to vote. (If applicable)

6. Enter the name of the place and the date on which this information is being compiled.

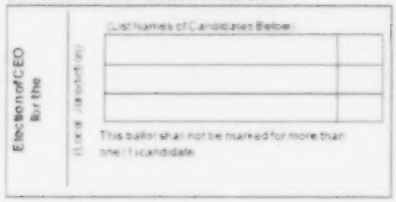
7. Enter the name of the returning officer.

FORM 6

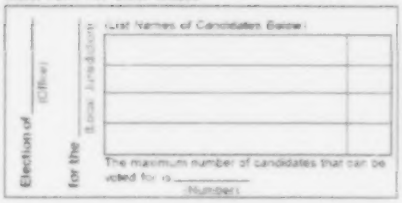
Ballot

Local Authorities Election Act
(Sections 42, 43, 44)

Ballot Form for Chief Elected Official (CEO)


Election of CEO for the
(Local Jurisdiction)
(List Names of Candidates Below)
This ballot shall not be marked for more than one (1) candidate

Ballot Form For Other Offices



Using Separate Ballots for Each Office

A separate ballot shall be used for

- the office of chief elected official,
- the offices of councillors,
- the offices of school trustees.

Ballot for a Vote on a Bylaw or Question

The wording on a ballot for a vote on a bylaw or question must be determined by a resolution of the elected authority. The form of the ballot may be determined by a resolution of the elected authority, however, if no resolution is passed, the returning officer must determine the form.

Arranging the Names on the Ballots

The names of the candidates on each ballot must be arranged alphabetically in order of the surnames and, if 2 or more candidates have the same surname, the names of those candidates must be arranged alphabetically in order of their given names.

If an elected authority passes a bylaw 2 months before an election that provides that ballots be printed in as many lots as there are candidates for the office, section 43(3) of the *Local Authorities Election Act* applies.

Indicating the Number of Candidates that can be Voted for

Every ballot used in an election for a member of an elected authority must contain a brief explanatory note stating the maximum number of candidates that can be voted for in order not to make the ballot subject to being rejected, and every ballot used in an election for chief elected official must contain a brief explanatory note stating that the ballot shall not be marked for more than one (1) candidate.

Ballots for Public or Separate Members

Every ballot should indicate if the elector is voting for a public or separate candidate.

MAET66 (2007/04)

PURPOSE

Form 6 depicts the ballot format required for the office of the chief elected official, and for other offices. Information is provided to clarify that a separate ballot is required for each office; arranging the names on the ballot; and for indicating the number of candidates who can be voted for.

The wording on a ballot for a vote on a bylaw or question is determined by resolution of the elected authority.

When voting machines are used for taking votes, the elected authority may, by bylaw, determine the ballot form.

FORM 7

Instructions for Electors

Local Authorities Election Act
(Section 45)

To Vote:

- Mark each ballot by placing an "X" in the space provided on the right hand side opposite the name of the candidate(s) of your choice. The ballot indicates the maximum number of candidates that can be voted for. You may vote for less than the maximum number, **but not for more**

Examples of How to Mark Ballots

Ballot Form for the Election of Chief Elected Official (CEO)

Election of CEO for the Local Jurisdiction

Name One	
Name Two	X
Name Three	

This ballot shall not be marked for more than one (1) candidate.

Ballot Form for Other Than the Election of the Chief Elected Official (CEO)

Election of Office for the Local Jurisdiction

Name One	
Name Two	X
Name Three	X
Name Four	
Name Five	X

The maximum number of candidates that can be voted for is three (3).

- Fold each ballot so that your markings are concealed and the initials of the deputy who issued the ballot(s) are visible

After Marking Your Ballot(s)

- Hand the ballot(s) to the deputy supervising the ballot box. The deputy will, after verifying the initials on the ballot(s), deposit the ballot(s) in the ballot box or, at your request, return the ballot(s) to you for deposit in the ballot box.

- You have now completed the voting process. Please leave the voting station.

Bylaw or Question Ballot

- In the case of a ballot for a bylaw or question, mark the ballot by placing an "X" opposite either "For" or "Against" or opposite either "Yes" or "No".

Spoiled Ballot(s)

- If you have marked your ballot in error, or defaced it in any way, you may return it and obtain a replacement from the deputy who gave it to you.

If a ballot is torn, defaced, or otherwise dealt with by an elector so that the elector can be identified, the ballot is rejected and shall not be counted.

- A Person May Only Vote Once -
It Is An Offence To Take A Ballot Out Of A Voting Station

MAU767 (2007/04)

PURPOSE

Form 7 provides instructions to electors on the voting process.

The form must be posted within each voting compartment and at a conspicuous location within the voting station.

The form is often enlarged so that the print is more easily read by the elector.

FORM 7A

Enumerator, Candidate or Official Agent
Proof of Identification for Section 52 Access

Local Authorities Election Act
(Section 52)

Local Jurisdiction **(1)** Province of Alberta

Election Date _____

Voting Subdivision or Ward (If Applicable) _____

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this

constitutes as identification for _____ (Name) of _____ (Address)

serving in the capacity of _____ (Office)

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification that meets the requirements of the regulations, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

(a) obstruct or interfere with, or
(b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

(3)

(Signature of Returning Officer or Deputy Returning Officer)

(2)

(Signature of Enumerator, Candidate or Official Agent named above)

MA 1327 (2007/04)

PURPOSE

Form 7A provides for proof of identification of an enumerator, candidate or official agent.

INSTRUCTIONS

1. The upper portion of the form should be completed when the form is submitted to you, however, check that it has been completed and that the jurisdiction, election date, voting subdivision or ward (if applicable), the name and address of the applicant and the offices they are to represent are complete.

2. Ask the enumerator, candidate or official agent if they are the person identified and, if so, have them sign the form.

3. As the returning officer or deputy returning officer, sign the form.

FORM 7B

Campaign Worker Proof of Identification

Local Authorities Election Act
(Section 52)

Local Jurisdiction: (1) , Province of Alberta

Election Date: _____

Voting Subdivision or Ward (If Applicable): _____

This appointment is in effect for the 20___ campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification that meets the requirements of the regulations, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

(a) obstruct or interfere with, or
(b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

(3)
(Signature of Candidate)

(2)
(Signature of Campaign Worker)

MA1364 (2007/04)

PURPOSE

Form 7B provides for proof of identification of a campaign worker. The form is for use by the candidate and a campaign worker and not provided to the returning officer.

INSTRUCTIONS

1. The upper portion of the form should be completed by the returning officer before it is provided to the candidate for his/her use.

2. The candidate will ensure that the campaign worker signs the form and has the form available while campaigning.

3. The candidate signs the form.

FORM 8

Voting Register
Local Authorities Election Act
(Sections 47, 53, 54, 59, 78)
School Act (Section 44(4))

Local Jurisdiction: _____ **(1)** _____, Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

Statement of Elector Eligibility

I, _____ **(3)** _____, of _____
(Name of Elector) (Street Address of Residence or legal land description; mailing address and postal code)

am eligible to vote at the above mentioned election because:

- I have not voted before in this election;
- I am 18 years of age or older;
- I am a Canadian Citizen;
- I have resided in Alberta for the six (6) consecutive months immediately preceeding Election Day;
- My place of residence is in the Voting Subdivision or Ward on Election Day; and
- I am eligible to vote for

Where applicable: (Check ✓ One) ☐ A Public School Trustee
☐ A Separate School Trustee

_____
(Signature of Elector)

It Is An Offence To Sign A False Statement

Deputy Returning Officer

Voter Number: **(4)**

☐ Identification Shown (if applicable) **(2)**

Ballots Issued to Elector (Check ✓)

(5)
☐ Chief Elected Official ☐ Bylaw or Question
☐ Councillors ☐ Separate School Trustee
☐ Public School Trustee

Objection to Person Voting **(6)**	Name of Candidate /Official Agent/ R.O./Scrutineer Making Objection:	Deputy's Initials
	Reason for Objection:	
Incapacitated Elector **(7)**	Ballot of Incapacitated Elector Was Marked By Another Person: (Check ✓) ☐	
	Reason:	

Note: The personal information that is being collected under the authority of the Local Authorities Election Act will be used for the purposes under that Act. It is protected by the privacy provisions of the Freedom of Information and Protection and Privacy Act.

If you have any questions about the collection, contact: _____
(Title and Business Phone Number of the Responsible Official)

MASTER (2007-04

PURPOSE

Form 8 serves both as the statement made by the elector that he/she is eligible to vote, and as an account of the ballots issued to the elector and any other circumstances that pertain to the elector and are required to be noted. This form is specific to local jurisdictions other than summer villages (See Form 8SV).

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to six months or a fine up to $10,000, or to both a fine and imprisonment.

A separate form must be completed for each elector.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward, and the voting station number. Preprinting this information onto the forms will save valuable time in the voting station.

2. The elector has produced the acceptable forms of identification in order to vote. (If applicable)

3. Ask the elector to print his/her name and address in the spaces provided, read the statement, and sign it. The elector is not required to read the statement aloud.

Where applicable, the elector must also check if he/she is a public or separate school resident.

4. Enter the voter number in the space provided. Start with the number 1 for the first voter, and then for each voter thereafter, assign the next consecutive number. A separate form must be completed for each elector. Voter numbers may be preprinted in consecutive number order on each of the forms however, if this is done, ensure that consecutive number order is maintained to calculate the number of persons who registered to vote. It is suggested that you do not preprint voter numbers if identification is required

5. Indicate the ballot(s) issued to the elector by checking the appropriate boxes. Fold and initial the ballots so that the initials are visible without opening the ballot. Hand the ballots to the elector and direct him/her to the voting compartment.

Continued ...

6. If a person who makes the statement is objected to by a candidate, official agent or scrutineer, note the objection by entering the name of the candidate, official agent or scrutineer, making the objection and the reason for the objection, and then initial the objection in the space provided. If the returning officer believes that a person is not eligible to be an elector, the returning officer must note in the voting register the reason for the belief and initial it. The person may continue with the voting process.

7. If an elector is unable to mark his/her ballot in the usual manner because he/she is unable to read, or does not understand the English language, or is incapacitated by blindness or another physical condition, and is accompanied by a friend, the friend may assist the elector in marking his/her ballot as directed by the elector.

You must:

- Administer to the elector, the verbal Statement of Interpreter or Incapacitated Elector contained on Form 11, and complete that portion of the form.
- Administer to the friend of the elector, the Statement of Friend of Incapacitated Elector contained on Form 11. The statement is made on the same form on which the incapacitated elector made his/her statement.
- Enter a check in the box provided on the elector's Voting Register form to indicate his/her ballot(s) was marked by another person, and note the reason why it was so marked.
- Keep the completed Form 11 Statements with the elector's Voting Register form.

If the incapacitated elector is not accompanied by a friend, you may mark his/her ballot(s) in the manner directed by the elector. You do not have to make the Statement of Friend of Incapacitated Elector, however, the Incapacitated Elector section of the elector's Voting Register form must be completed.

Keep the completed voting register forms, along with any completed Form 11 Statements, stacked in consecutive number order to facilitate the calculation of the number of persons who registered to vote.

At the close of the voting station on election day, the presiding deputy **must** make a copy of each voting register in which an objection was noted. (Sections 54 and 90.)

FORM 8 SV

Voting Register for Summer Villages

Local Authorities Election Act
(Sections 12, 47, 53, 54, 59, 78)

Local Jurisdiction: _____ (1) _____ , Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable) _____ Voting Station _____

Statement of Elector Eligibility

I _____ (3) _____ of _____
(Name of Elector) (Street Address of Residence or legal land description, mailing address and postal code)

am eligible to vote at the above mentioned election because:

- I have not voted before in this election;
- I am 18 years of age or older;
- I am a Canadian Citizen;
- I am named on the certificate of title as the person who owns property within the summer village, or the spouse or adult interdependent partner of the person named;
  or
- I have resided in Alberta for the six (6) consecutive months immediately preceding Election Day and my place of residence is in the Summer Village on Election Day.

_____
(Signature of Elector)

It Is An Offence To Sign A False Statement

Deputy Returning Officer

Voter Number (4)

☐ Identification Shown (if applicable) (2)

Ballots Issued To Elector (Check [✓])

(5) ☐ Chief Elected Official ☐ Bylaw or Question
☐ Councillors

Objection to Person Voting (6)	Name of Candidate /Official Agent/ R.O./Scrutineer Making Objection	Deputy's Initials
	Reason for Objection	
Incapacitated Elector (7)	Ballot of Incapacitated Elector Was Marked By Another Person (Check ✓) ☐	
	Reason:	

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact _____
(Title and Business Phone Number of the Responsible Official)

MA07SSV (2007/04)

PURPOSE

Form 8SV is the Voting Register form specific to summer villages. It serves both as the statement made by the elector that he/she is eligible to vote, and as an account of the ballots issued to the elector and any other circumstances that pertain to the elector and are required to be noted.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to six months or a fine up to $10,000, or to both a fine and imprisonment.

A separate form must be completed for each elector.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward and the voting station number. Preprinting this information onto the forms will save valuable time in the voting station.

2. The elector has produced the acceptable forms of identification in order to vote. (If applicable)

3. Ask the elector to print his/her name and address in the spaces provided and to read the statement. The elector is not required to read the statement aloud.

4. Enter the voter number in the space provided. Start with the number 1 for the first voter, and then for each voter thereafter, assign the next consecutive number. A separate form must be completed for each elector. Voter numbers may be preprinted in consecutive number order on each of the forms however, if this is done, ensure that consecutive number order is maintained. It is suggested you do not pre-print voter numbers if identification is required.

5. Indicate the ballot(s) issued to the elector by checking the appropriate boxes. Fold and initial the ballots so that the initials are visible without opening the ballot. Hand the ballots to the elector and direct him/her to the voting compartment.

6. If a person who makes the statement is objected to by a candidate, official agent or scrutineer, note the objection by entering the name of the candidate, official agent or scrutineer making the objection and the reason for the objection, and then initial the objection in the space provided. If the returning officer believes that a person is not eligible to be an elector, the returning officer must note in the voting register the reason for the belief and initial it. The person may continue with the voting process.

Continued ...

7. If an elector is unable to mark his/her ballot in the usual manner because he/she is unable to read, or does not understand the English Language, or is incapacitated by blindness or another physical condition, and is accompanied by a friend, the friend may assist the elector in marking the electors ballot as directed by the elector.

You must:

- Administer to the elector, the verbal Statement of Interpreter or Incapacitated Elector contained on Form 11, and complete that portion of the form.
- Administer to the friend of the elector, the Statement of Friend of Incapacitated Elector contained on Form 11. The statement is made on the same form on which the incapacitated elector made his/her statement.
- Enter a check in the box provided on the elector's Voting Register form to indicate his/her ballot(s) was marked by another person, and note the reason why it was so marked.
- Keep the completed Form 11 Statements with the elector's Voting Register form.

If the incapacitated elector is not accompanied by a friend, you may mark his/her ballot(s) in the manner directed by the elector. You do not have to make the Statement of Friend of Incapacitated Elector, however, the Incapacitated Elector section of the elector's Voting Register form must be completed.

Keep the completed voting register forms, along with any completed Form 11 Statements, stacked in consecutive number order to facilitate the calculation of the number of persons who registered to vote.

FORM 8RA

VOTING REGISTER
Local Authorities Election Act
(Sections 47, 53, 54(2), 59, 78)
School Act (Section 256)

THE REGIONAL AUTHORITY OF _____ **(1)** _____

FRANCOPHONE EDUCATION REGION NO. _____, PROVINCE OF ALBERTA

ELECTION DATE _____

VOTING SUBDIVISION OR WARD (If Applicable): _____

VOTING STATION _____

STATEMENT OF ELECTOR ELIGIBILITY

I _____ **(3)** of _____
(name of elector) (street address or legal land description, mailing address and postal code)

am eligible to vote at the above mentioned election because:

- I have not voted before in this election.
- I am a Francophone.
- I am 18 years of age or older.
- I am a Canadian citizen.
- I have resided in Alberta for the 6 consecutive months immediately preceding Election Day.

And at least one of the following criteria is applicable:

- I have a child enrolled in a school operated by the above noted Regional authority;
- I am an individual who was enrolled as a student in a school operated by a Regional authority and received an Alberta High School Diploma or Certificate from a Regional authority; and or
- I am the biological or adoptive parent of an individual who was enrolled as a student in a school operated by a Regional authority and that individual received an Alberta High School Diploma or Certificate from a Regional authority.

I am eligible to vote for (Check [√] One):

☐ A Francophone Separate School member **(3)**
☐ A Francophone Public School member

_____
(Signature of Elector)

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

DEPUTY RETURNING OFFICER
VOTER NUMBER: _____ **(4)**

☐ Identification shown (if applicable) **(2)**

BALLOTS ISSUED TO ELECTOR (Check [√] One) **(5)**

☐ A Francophone Separate School member ☐ A Francophone Public School member ☐ Bylaw or Question

OBJECTION TO PERSON VOTING	Name of Candidate Official Agent Scrutineer Returning Officer Making Objection **(6)**	Deputy's Initials
	Reason for Objection	
INCAPACITATED ELECTOR	Ballot for Incapacitated Elector Was Marked By Another Person (Check [√]) ☐	
	Reason **(7)**	

NOTE:
The personal information that is being collected under the authority of the *Local Authorities Election Act* and the *School Act* will be used for the purposes under those Acts. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact:

_____
(title and business phone number of the responsible official)

MA0758F (2007/04)

PURPOSE

Form 8RA serves both as the statement made by the elector that he/she is eligible to vote, and as an account of the ballots issued to the elector and any other circumstances that pertain to the elector and are required to be noted.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to six months or a fine up to $10,000, or to both a fine and imprisonment.

A separate form must be completed for each elector.

INSTRUCTIONS

1. Enter the Regional Authority name and number. Enter the date of the election and, if applicable, the voting subdivision or ward, and the voting station number. Preprinting this information onto the forms will save valuable time in the voting station.

2. The elector has produced the acceptable forms of identification in order to vote. (If applicable)

3. Ask the elector to print his/her name and address in the spaces provided, read the statement, and sign it. The elector is not required to read the statement aloud. Where applicable, the elector must also check if he/she is eligible to vote for a Francophone separate or a Francophone public school member.

4. Enter the voter number in the space provided. Start with the number 1 for the first voter, and then for each voter thereafter, assign the next consecutive number. A separate form must be completed for each elector. Voter numbers may be preprinted in consecutive number order on each of the forms however, if this is done, ensure that consecutive number order is maintained to calculate the number of persons who registered to vote. It is suggested that you do not pre-print voter numbers if identification is required.

5. Indicate the ballot(s) issued to the elector by checking the appropriate boxes. Fold and initial the ballots so that the initials are visible without opening the ballot. Hand the ballots to the elector and direct him/her to the voting compartment.

Continued ...

6. If a person who makes the statement is objected to by a candidate, official agent or scrutineer, note the objection by entering the name of the candidate, official agent or scrutineer, making the objection and the reason for the objection, and then initial the objection in the space provided. If the returning officer believes that a person is not eligible to be an elector, the returning officer must note in the voting register the reason for the belief and initial it. The person may continue with the voting process.

7. If an elector is unable to mark his/her ballot in the usual manner because he/she is unable to read, or does not understand the English language, or is incapacitated by blindness or another physical condition, and is accompanied by a friend, the friend may assist the elector in marking his/her ballot as directed by the elector.

You must:

- Administer to the elector, the verbal Statement of Interpreter or Incapacitated Elector contained on Form 11, and complete that portion of the form.
- Administer to the friend of the elector, the Statement of Friend of Incapacitated Elector contained on Form 11. The statement is made on the same form on which the incapacitated elector made his/her statement.
- Enter a check in the box provided on the elector's Voting Register form to indicate his/her ballot(s) was marked by another person, and note the reason why it was so marked.
- Keep the completed Form 11 Statements with the elector's Voting Register form.

If the incapacitated elector is not accompanied by a friend, you may mark his/her ballot(s) in the manner directed by the elector. You do not have to make the Statement of Friend of Incapacitated Elector, however, the Incapacitated Elector section of the elector's Voting Register form must be completed.

Keep the completed voting register forms, along with any completed Form 11 Statements, stacked in consecutive number order to facilitate the calculation of the number of persons who registered to vote.

FORM 9

Presiding Deputy's Certification and Statement on Completion of Ballot Count

Local Authorities Election Act
(Sections 90, 91)

Local Jurisdiction (1) Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

I, (2) certify that the number of persons who
(Name of Presiding Deputy)

have this day signed the voting register to vote at this voting station is (3) .
(Figures)

(Words)

and that to the best of my knowledge and belief the entries in the voting register, which are required by law to be made, were correctly made.

(4)
(Signature of Presiding Deputy/Returning Officer)

It Is An Offence To Sign A False Statement

MA0759 (2007/04)

PURPOSE

Form 9 serves as the presiding deputy's certification and statement of the number of persons who registered to vote in the voting station, and that the entries made on the voting register forms were correctly made

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to six months or a fine up to $10,000, or to both a fine and imprisonment.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward and the voting station number.

2. Enter your name in the space provided.

3. Enter in figures and words, the number of persons who registered to vote at the voting station. This number is the total of all the completed voting register forms.

4. Read the statement and sign it in the space provided. The form will be placed in the ballot box along with all the other materials that are required to be placed in the ballot box.

FORM 10

Statement of Scrutineer

Local Authorities Election Act
(Sections 16(2), 69, 70)

Local Jurisdiction (1) Province of Alberta

Election Date (or Vote on a Bylaw or Question): _____

I, _____ (2)
(Name of Scrutineer)

of _____
(Street Address or Legal Land Description of the Residence of the Scrutineer and the Mailing Address of the Scrutineer)

in the Province of Alberta, am at least 18 years of age and,

(a) **For the purposes of an election**, will act as scrutineer on behalf of

_____ for the office of _____
(Name of Candidate) (Office for which Candidate was Nominated)

OR

(b) **For the purposes of a vote on a bylaw**, will act as scrutineer for those persons who are interested in

(Check [✓] One) ☐ **promoting** the passing of Bylaw No. _____

☐ **opposing** the passing of Bylaw No. _____

OR

(c) **For the purposes of a vote on a question**, will act as scrutineer on behalf of those persons who are interested in

(Check [✓] One) ☐ voting in the **positive** on the question set out.

☐ voting in the **negative** on the question set out.

AND I will in all respects, maintain and aid in maintaining the absolute secrecy of the vote.

(3)
_____
(Signature of Scrutineer)

It Is An Offence To Sign A False Statement

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact _____
(Title and Business Phone Number of the Responsible Official)

MA0760 (2007/04)

PURPOSE

Form 10 serves as a statement made by a person who presents to the presiding deputy a written notice signed by a candidate, appointing the person to represent that candidate as his/her scrutineer at the voting station.

When the *Statement of Scrutineer* has been made by the person, he/she is then recognized by the presiding deputy as the scrutineer of the candidate.

The scrutineer is making a statement to act on behalf of the candidate, and to maintain the secrecy of the vote.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to six months or a fine up to $10,000, or to both a fine and imprisonment.

INSTRUCTIONS

1. Enter the complete and official name of the local jurisdiction for which the election is being conducted, and the date of the election.

2. Ask the scrutineer to print his/her name and the name of the local jurisdiction in the spaces provided, and to read the statement. The scrutineer is not required to read the statement aloud.

3. Ask the scrutineer to sign the form.

Note: Options are provided if a person is acting as scrutineer for the purpose of a vote on a bylaw or a question.

Retain the completed form. At post-vote procedures, the form will be placed in the ballot box along with all the other materials that are required to be placed in the ballot box.

FORM 11

Statement of Interpreter, Incapacitated Elector, Friend of Incapacitated Elector

Local Authorities Election Act
(Sections 72, 78)

Local Jurisdiction _____ **(1)** _____, Province of Alberta

Election Date _____

Voting Subdivision or Ward (if applicable) _____ Voting Station _____

Statement of Interpreter

I, _____ **(2)** _____ of _____ in the
(Name of Interpreter) (Address)

Province of Alberta, will faithfully read or translate such statements, questions and answers that the deputy returning officer may require to be read or translated at this election and I will keep secret all information which may come to me by virtue of being the interpreter for _____
(Name of Elector)

_____ **(3)** _____
(Signature of Interpreter)

Deputy's Initials

Statement of Incapacitated Elector *Verbal Statement*

Are you _____ **(4)** _____ of _____
(Name of Incapacitated Elector) (Address)

in the Province of Alberta, unable to mark your ballot in the usual manner and you require assistance because of blindness, or you require assistance because of a physical condition?

(Instruction to Deputy: Initial if the elector answers affirmatively to this question.)

Deputy's Initials

Statement of Friend of Incapacitated Elector

I, _____ **(5)** _____ of _____
(Name of Friend or Relative of Incapacitated Elector) (Address)

in the Province of Alberta, am the friend or relative of _____,
(Name of Incapacitated Elector)

an incapacitated elector. I will read the ballot to my friend or relative, mark the ballot in accordance with the elector's instructions, and keep secret all information which may come to me by virtue of assisting the elector.

_____
(Signature of Friend or Relative of Incapacitated Elector)

Deputy's Initials

It Is An Offence To Make Or Sign A False Statement

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact _____
(Title and Business Phone Number of the Responsible Officer)

MA0761 (2007/04)

(File With Elector's Voting Register Form)

PURPOSE

Form 11 is used when an elector is unable to mark his/her own ballot in the usual manner because the person:

- is unable to read, or does not understand the English language, or
- is incapacitated by blindness or a physical condition, or
- requires an interpreter for translating purposes.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to six months or a fine up to $10,000, or to both a fine and imprisonment.

INSTRUCTIONS

1. Enter the complete and official name of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward, and the voting station number.

To administer the Statement of Interpreter:

If the elector does not understand the English language, an interpreter may translate the statement as well as any question necessary for the proper purposes of the election put to the elector, and the elector's answers. Before acting as an interpreter, the interpreter is required to make the Statement of Interpreter.

2. Ask the interpreter to enter in the spaces provided, his/her name and address, and the name of the elector he/she is interpreting for.

3. Ask the interpreter to read the statement and sign it. It is not necessary for the interpreter to read the statement aloud. The interpreter may now act as interpreter for the elector.

To administer the Statement of Incapacitated Elector:

If the elector is unable to mark his/her own ballot in the usual manner because he/she is unable to read or is incapacitated by blindness or another physical condition, and he/she has brought a friend* to mark his/her ballot as directed, both the incapacitated elector and his/her friend must make the required statements.

Continued ...

4. Enter the name of the incapacitated elector and his/her address in the spaces provided.

Read the Statement of Incapacitated Elector aloud to the elector. The elector responds by saying "Yes".

Note on the elector's Voting Register form (Form 8 or 8SV) that the ballot of the incapacitated elector is marked by another person by entering a check in the box provided, and the reason why it is so marked.

To administer the Statement of Friend of Incapacitated Elector:

5. Ask the friend to enter in the spaces provided, his/her name and address, and the name of the elector.

Ask the friend to read and sign the statement. It is not necessary for the friend to read the statement aloud. The friend may now assist the elector in the election process.

Keep the completed form with the elector's Voting Register form.

*Note: If the incapacitated elector is not accompanied by a friend, the deputy may mark his/her ballot(s) in the manner directed by the elector. You do not have to make the Statement of Friend of Incapacitated Elector, however, the Incapacitated Elector section of the elector's Voting Register form must be completed.

FORM 12

Note of Objection to A Ballot

for (1) _____
(Name of Office, Bylaw or Question)

Local Authorities Election Act
(Section 67)

Local Jurisdiction (2) _____ Province of Alberta

Election Date _____

Voting Subdivision or Ward (if applicable) _____ Voting Station _____

Objection Number	Name of Official Agent, Scrutineer or Candidate Making Objection	Reason for Objection
(3) 1	(4)	(5)
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

MA0703 (2007/04)

Record the corresponding number on the back of the ballot objected to and initial the ballot.

Note: The deputy decides any question arising out of the objection.

PURPOSE

Form 12 serves as a record of any objection made by a candidate or his/her official agent or scrutineer to any ballot found in the ballot box.

Every objection made must be numbered, the corresponding number placed on the back of the ballot being objected to, and the ballot initialled by the deputy.

INSTRUCTIONS

1. Enter the name of the office, or the description of the bylaw or question for which the vote is being conducted.

It is common for a separate form to be used for each office.

2. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward, and the voting station number.

3. When an objection is made the deputy must start with the number 1 for the first objection made, and then for each objection made thereafter, assign the next consecutive number.

4. In the space provided, enter the name of the official agent, scutineer or candidate making the objection.

5. In the space provided, enter the reason for the objection.

FORM 13

Ballot Account and Result of Vote

for (1)
(Name of Office, Bylaw or Question)

Local Authorities Election Act
(Sections 54, 88, 89)

Local Jurisdiction (2) Province of Alberta

Date of Election

Voting Subdivision or Ward (if applicable) Voting Station

Result of Vote

Names of Candidates (or Question, or Description of Bylaw)	Number of Valid Ballots Marked for Each Candidate (or For and Against on a Question or Bylaw)
(3)	(4)

(Continue on Reverse if Required)

Ballot Account

(a) Number of Ballots Supplied		(5)	
(b) Number of Special Ballots Sent Out	+	(6)	= (7) *
(c) Valid Ballots		(8)	
(d) Valid Special Ballots Received	+	(9)	
(e) Rejected Ballots	+	(11)	
(f) Rejected Special Ballots	+	(12)	
(g) Spoiled Ballots	+	(14)	
(h) Unused Ballots	+	(15)	
(i) Ballots Not Accounted For	+	(16)	
(j) Special Ballots Not Returned	+	(17)	
(k) Total			= (18) *

*Total number of ballots in (a) and (b) must equal (k), the total number of ballots in (c), (d), (e), (f), (g), (h), (i) and (j).

Persons objected to under section 54 (19)

Valid Ballots for	Number of Ballots
Candidate (23)	(24)
Candidate	
Candidate	
Candidate	
Candidate	
Candidate	

Valid Ballots Objected To (10)

Rejected Ballots On Which No Vote Was Cast By An Elector (13)

DATED this (20) day of 20

(Signatures of at least 2 Deputies)
(21)

(Signatures of Candidates/Official Agents/Scrutineers who desire to sign)
(22)

MA0764 (2007/04)

(Hand this form to the Returning Officer)

PURPOSE

Form 13 serves as an account of the results of the vote and of every ballot supplied to the voting station. The form is used for accounting for the ballots for a specific office, or for a question or bylaw.

INSTRUCTIONS

1. Enter the name of the office, or the description of the bylaw or question, for the ballots being accounted for.

2. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward, and the voting station number.

3. Enter the names of each candidate for that office, or if the vote is a vote on a bylaw or question, enter the description of the bylaw or question.

4. Opposite each name, or bylaw or question, enter the number of valid ballots marked for each candidate, or for or against a bylaw or question.

To complete the ballot account:

5. Enter the total number of ballots supplied to the voting station for that office.

6. Enter the number of Special Ballots sent out.

7. The total of (5) and (6) = (7).

8. Enter the number of valid ballots. Valid ballots are ballots marked by the electors which are acceptable, and therefore have been counted. The rules for determining void ballots are established in section 86 of the Act.

9. Enter the number of valid Special Ballots received.

10. From the number of valid ballots, count those that were objected to by a candidate or official agent, or scrutineer, and enter the number in the space provided. Note - this number is extracted from the count of total valid ballots to assist the returning officer in determining if a recount is necessary. This number is not used in the mathematical account of the ballots.

Continued ...

Ballot Account (Form 13) Instructions Continued ...

11. Enter the number of rejected ballots. Rejected ballots are void ballots as established in section 86 of the Act.

12. Enter the number of rejected Special ballots.

13. From the number of rejected ballots, count the rejected ballots on which no vote was cast by an elector. These are often referred to as the "blank" ballots. Enter the number in the space provided. Note - this number is extracted from the count of rejected ballots to assist the returning officer in determining if a recount is necessary.

14. Count the number of spoiled ballots and enter the number in the space provided. Remember, the spoiled ballots are those ballots issued during voting hours that were returned to the deputy by the elector, and the elector received another ballot in place of the spoiled ballot.

15. Count the number of unused ballots and enter the number in the space provided.

Note: The Valid Ballots Objected To and the Rejected Ballots On Which No Vote Was Cast By An Elector have NOT been included in the count since these numbers have been extracted to assist the returning officer in determining if a recount is necessary.

16. If the totals are not equal because a ballot may have been inadvertently taken from the voting station, then Line (i) Ballots Not Accounted For, is used to balance the account.

17. Special Ballots not returned.

18. To determine TOTAL Ballots ADD lines: (c), (d), (e), (f), (g), (h), (i) and (j). The sum total must equal the Number of Ballots Supplied and Special Ballots sent out (lines (a) and (b)).

19. Persons objected to under section 54.

20. Enter the day, month, and year of the election.

21. At least two deputies involved in the count must sign in the spaces provided.

22. If candidates, official agents, or scrutineers wish to sign the form, they may do so in the spaces provided.

23. List the name of each candidate.

24. Enter the number of valid ballots for each candidate.

DO NOT place the form in the ballot box. HAND the form to the returning officer.

FORM 14

Disclaimer Before A Complaint

Local Authorities Election Act
(Section 144)

Local Jurisdiction _____ Province of Alberta

I _____ , solemnly swear
(Name of Person Disclaiming)

(affirm) that I disclaim all right to the office of _____ of

_____ and all defence of any right I may have to it
(Name of Local Jurisdiction)

SWORN (AFFIRMED) before me

at the _____ of _____

in the Province of Alberta

this ____day of _____ 20___

_____
(Signature of Person Taking Oath)

_____
(Signature of Returning Officer or Commissioner for Oaths)

It Is An Offence To Sign A False Affidavit

MAD765 (2007/04)

PURPOSE

Form 14 is used when a person who has submitted his/her name as a candidate, gives notice that he/she is relinquishing his/her candidacy and any claim he/she may be entitled to make as to the legitimacy of his/her candidacy.

The form is used prior to the election or any complaint being made about the legitimacy of the candidacy.

The disclaimer delivered before the election or before the person disclaiming is complained of, relieves the person from all liability costs.

The disclaimer may be posted in the voting station on election day.

FORM 15

Disclaimer After Motion

Local Authorities Election Act
(Section 143)

Local Jurisdiction: _____ Province of Alberta

I, _____ on whom notice of motion
(Name of Person Disclaiming)

in the nature of quo warranto has been served for the purpose of contesting my right

to the office of _____ of _____
(Name of Local Jurisdiction)

solemnly swear (affirm) that I disclaim that office and all defence of any right I may have

to it.

SWORN (AFFIRMED) before me

at the _____ of _____

in the Province of Alberta

this ____ day of _____ 20____

_____
(Signature of Person Taking Oath)

_____
(Signature of Returning Officer or Commissioner for Oaths)

It Is An Offence To Sign A False Affidavit

MA0765 (2007/04)

PURPOSE

Form 15 serves the same purpose as Form 14 Disclaimer Before A Complaint, but is only used in response to a notice of motion being filed objecting to the validity of an election of a candidate.

The form gives notice the elected candidate is relinquishing his/her seat and any right of defence to the legitimacy of the election.

Form 15 is used after an election and after a formal complaint has been filed with the Courts.

FORM 16

Request for Special Ballot Package

Local Authorities Election Act
(Section 77.1)

Local Jurisdiction _____ **(1)** _____ , Province of Alberta

Election Date: _____

Ward / Subdivision Number: _____ Voting Station: _____

I, _____ **(2)** _____ of _____
(Printed First Name and Surname) (Street Address of Residence or Legal Land Description, Mailing Address and Postal Code)

_____ _____
(Telephone Number) (Email Address)

request a special ballot package which will include all applicable ballots issued at the regular voting station. I am requesting one of the following ballots:

Please select: **(3)**

- ☐ A Public School Trustee
- ☐ A Separate School Trustee
- ☐ Chief Elected Official
- ☐ Councillors
- ☐ Bylaw or Question

Reason for request: _____ **(4)** _____

Please select one: (Election official to fill in if application is made by telephone.)

(5)

- ☐ I would like my special ballot package sent by regular mail to the following address:

  _____
  (Complete address to which the application will be mailed, including postal code)

- ☐ I will arrange for my Special Ballot package to be picked up during regular office hours. I would like my package held for pickup.

_____
(Date of Request)

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact _____
(Title and Business Phone Number of the Responsible Official)

MA1328 (2007/04)

PURPOSE

Form 16 serves as an account of the ballots issued and the reason that the special ballot package is requested. Section 77.1(1) defines reasons: unable to vote at an advance vote or at the voting station on election day because of physical incapacity, absence from the local jurisdiction, or being a returning officer, deputy returning officer, constable, candidate, official agent or scrutineer who may be located on election day at a voting station other than that for the elector's place of residence.

A separate form must be completed for each elector.

INSTRUCTIONS

1. Enter the complete and official name of the jurisdiction for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward and the voting station number. Preprinting this information onto the forms will save time.

2. Ensure that the elector's name is printed, address of residence, telephone number and email address if applicable.

3. Ensure that the ballots issued are checked in the appropriate boxes.

4. Ask the reason for the request (as stated above) and indicate this on the form.

5. Ensure that the voter requesting the special ballot package has indicated whether the package should be mailed or picked up, and note the date of the request.

PURPOSE

Form 17 provides instructions to electors on voting by special ballot.

The form must be included in the special ballot package.

FORM 17

Special Ballot Package

Local Authorities Election Act
(Sections 77.1, 77.2)

SPECIAL BALLOT

Ballot Form for Elected Official

Election of CEO for the (Local Jurisdiction)

(List Names of Candidates below if known prior to application for Special Ballot in the following Ballot Format)

The maximum number of candidates that can be voted for is _____ (Number)

Special Ballot Form for Elected Offices

Election of _____ (Office) for the _____ (Local Jurisdiction)

(If Application for Special Ballot is sent prior to Special Ballots being printed with List of Candidates Names, use the following Ballot Format)

Print the name(s) of the candidate on the line below

I vote for _____

_____

The maximum number of candidates that can be voted for is _____ (Number)

Using Separate Ballots for Each Office

A separate ballot must be used for

- the office of chief elected official
- the offices of councillors,
- the offices of school trustees,
- any questions

Ballot for a Vote on a Bylaw or Question

The wording on a ballot for a vote on a bylaw or question must be determined by a resolution of the elected authority. The form of the ballot may be determined by a resolution of the elected authority, however, if no resolution is passed the returning officer must determine the form in accordance with section 44 of the *Local Authorities Election Act*.

Arranging the Names on the Ballots

The names of the candidates on each ballot must be arranged alphabetically in order of the surnames and, if two (2) or more candidates have the same surname, the names of those candidates must be arranged alphabetically in order of their given names.

If an elected authority passes a bylaw two (2) months before an election that provides that ballots be printed in as many lots as there are candidates for the office, section 42(3) of the *Local Authorities Election Act* applies.

Indicating the Number of Candidates That can be Voted for

Every ballot used in an election for a member of an elected authority must contain a brief explanatory note stating the maximum number of candidates that can be voted for in order not to make the ballot void, and every ballot used in an election for chief elected official must contain a brief explanatory note stating that the ballot shall not be marked for more than one (1) candidate.

Ballots for Public or Separate Members

Every ballot should indicate if the elector is voting for a public or separate candidate.

MA1329 (2007/04)

FORM 18

Special Ballot Voting Instructions

Local Authorities Election Act
(Sections 77.1, 77.2)

Special Ballot Voting Instructions

1. With a pen or pencil, mark the ballot by printing in the space provided the name of the candidate(s) of your choice if a blank ballot, or mark an "X" in the space provided on the right hand side opposite the name of the candidate(s) of your choice. The ballot indicates the maximum number of candidates that can be voted for. You may vote for less than the maximum number, but not for more.

2. Place all ballot(s), marked or not, in the Special Ballot Envelope and seal the envelope.

3. Place the ballot envelope in the Special Ballot Certificate Envelope.

4. Complete and sign Part I of the Special Ballot Certificate Envelope and seal the envelope.

5. Attach a photocopy of your identification (if applicable) to the Special Ballot Certificate Envelope.

   Your identification must be one or more of _____ **(1)** _____
   (list acceptable forms of identification)

   as required by bylaw.

6. Place the Special Ballot Certificate Envelope in the Outer Envelope and seal the envelope.

7. It is your responsibility to ensure that this Outer Envelope, complete with all prescribed contents, arrives at the office of the returning officer prior to _____ on election day, which is:

   Election Day _____ (Date to be entered by Returning Officer)
   (Day) (Month) (Year)

8. Failure to complete any of these steps may invalidate your ballot.

MA1330 (2007/04)

PURPOSE

Form 18 provides instructions to electors on voting by special ballot.

The form must be included in the special ballot package.

Note: The date of election day must be filled in before this form is included in the special ballot package.

INSTRUCTIONS

1. Ensure that the acceptable number and types of identification are presented if applicable, otherwise cross off this section.

FORM 19

Special Ballot Certificate Envelope

Local Authorities Election Act
(Sections 47, 53, 77.1, 77.2)

Local Jurisdiction: _____ (1) _____ Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

Part I To be completed by Elector

Statement of Elector Eligibility

I, _____ (3) _____ of _____
(Name of Elector) (Street Address of Residence or legal land description; mailing address and postal code)

am eligible to vote at the above mentioned election because:

- I have not voted before in this election.
- I am 18 years of age or older.
- I am a Canadian Citizen.
  - (a) I have resided in Alberta for the six (6) consecutive months immediately preceeding Election Day, and my place of residence is in the Voting Subdivision or Ward on Election Day; or
  - (b) I am named on the certificate of title as the person who owns property within the summer village, or the spouse or adult interdependent partner of the person named.
- I am entitled to receive a Special Ballot because I will not be able to attend advance voting stations, if any, or the voting station established for my local jurisdiction, due to physical incapacity, absence from the local jurisdiction or being a returning officer, deputy returning officer, constable, candidate, official agent, or scrutineer.

I declare that the above statements are true.

Dated at _____ (4) _____ this _____ day of _____, _____
(Address including postal code, where Special Ballot Certificate Envelope is received) (Date) (Month) (Year)

_____
(Signature of Elector)

It Is An Offence To Sign A False Statement

Part II To be completed by Returning Officer

Check [✓]

- ☐ Name of the individual recorded on the front of envelope is recorded in the Special Ballot Voting Register
- ☐ Part I is properly completed
- ☐ Special Ballot Certificate IS accepted

(2)

OR

Special Ballot certificate IS NOT opened, because:

- ☐ Part I is not properly completed;
- ☐ Received after the close of voting stations on election day

_____ (5) _____
(Date and Time Received) (Initials of Election Officer)

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact _____
(Title and Business Phone Number of the Responsible Official)

MA1331 (2007/04)

PURPOSE

Form 19 serves as the statement made by the elector that he/she is eligible to vote and any other circumstances that pertain to the elector and are required to be noted. This form is specific to voting by special ballot.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to six months or a fine up to $10,000, or to both a fine and imprisonment.

A separate form must be completed for each elector.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward and the voting station number. Preprinting this information onto the forms will save valuable time in the voting station.

2. **If voter identification is required and not attached to the Special Ballot Certification Envelope, treat the envelope as a rejected Special Ballot and indicate by writing 'no identification' and initial.**

3. Ensure the elector has printed his/her name and address in the spaces provided.

4. Ensure that the elector has filled in the address where the special ballot was received by the elector, dated and signed.

5. Record the date and time the special ballot was received and initial the form.

Keep the completed special ballot forms where the special ballet was NOT opened because the returning officer determined no identification was attached and was required, that Part 1 of the certificate was not properly completed, or the special ballot was received late or no identification attached, to facilitate determining the number of ballets that were rejected.

FORM 20

Declaration of Valid or Rejected Special Ballot Certificates

Local Authorities Election Act
(Section 77.2)

_____
Name of Person Appointed by the Minister of Municipal Affairs and Housing

Local Jurisdiction: _____ (1) _____, Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

Questionable Certificates by Returning Officer

Number of Questionable Certificates: (2)

DATED this _____ day of _____, 20____.

(3)
(Signature of Reviewer)

(4)
(Signature of Returning Officer) (Date)

Certificates Reviewed by Appointed Official

(a) Number of Questionable Certificates: (5)

(b) Valid Certificate Envelopes: (6)

(c) Rejected Certificate Envelopes: + (7)

* Total Certificates: = (8)

* Total Certificates in (b) and (c) must equal number in (a).

DATED this _____ day of _____, 20____.

(9)
(Signature of Reviewer)

(10)
(Signature of Appointed Official) (Date)

(Submit this Form to the Returning Officer)

*A copy of this form must be submitted to the local jurisdiction and the Minister of Municipal Affairs and Housing

MA1368 (2007/04)

PURPOSE

Form 20 provides for the returning officer to forward any questionable special ballot certificate envelopes to a person appointed by the Minister of Municipal Affairs and Housing to determine if the certificate envelope is valid.

INSTRUCTIONS

1. Enter the complete and official name(s) of the local jurisdiction(s) for which the election is being conducted, the date of the election and, if applicable, the voting subdivision or ward and the voting station number.

2. Enter the number of questionable certificates and the date.

3. Signature of reviewer of the questionable certificate in the local jurisdiction.

4. Signature of the returning officer and date.

5. The number of questionable certificates should match the number in (2).

6. Upon review of the certificate envelopes by the person appointed by the Minister, if it is determined that there are valid certificates, indicate so in (b).

7. If it is determined by the person appointed by the Minister that the certificate envelope is rejected, indicate so in (c).

8. The total certificates in (b) and (c) must equal (a).

9. Signature of reviewer of the questionable certificate(s).

10. Signature of the person appointed by the Minister and the date.

APPENDIX

SAMPLE FORMS

FORM 1

Oath of Returning Officer and Official Agent

Local Authorities Election Act
(Section 16)

Local Jurisdiction: _____ , Province of Alberta

Election Date: _____

I, _____, solemnly swear (affirm)
(Name of Person Taking Oath)

THAT I will diligently, faithfully and to the best of my ability execute according to law the office of

_____ ;
(Office Appointed To)

THAT I will not communicate to any person any information obtained at an election or in the course of carrying out my duties as to the candidate or candidates for whom a person has voted, or at a vote on a bylaw or question, as to whether a person has voted for or against a bylaw or question;

THAT, where applicable, I will not communicate to any person any information obtained in the course of carrying out my duties as a returning officer or official agent; and

THAT I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

SWORN (AFFIRMED) before me

at the _____ of _____

in the Province of Alberta

this _____ day of _____ 20___.

_____
(Signature of Person Taking Oath)

_____
(Signature of Returning Officer or Commissioner for Oaths)

It Is An Offence To Sign A False Affidavit

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact _____
(Title and Business Phone Number of the Responsible Official)

FORM 1A

Statement of Deputy, Enumerator and Constable

Local Authorities Election Act
(Section 16)

Local Jurisdiction: _____, Province of Alberta

Election Date: _____

I, _____, solemnly state
(Name of Deputy, Enumerator or Constable)

THAT I will diligently, faithfully and to the best of my ability execute according to law the office of

_____;
(Office Appointed To)

THAT I will not communicate to any person any information obtained at an election or in the course of carrying out my duties as to the candidate or candidates for whom a person has voted, or at a vote on a bylaw or question, as to whether a person has voted for or against a bylaw or question;

THAT, where applicable, I will not communicate to any person any information obtained in the course of carrying out my duties as a deputy, enumerator or constable; and

THAT I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

_____
(Signature of Deputy, Enumerator or Constable)

It Is An Offence To Sign A False Affidavit

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact _____
(Title and Business Phone Number of the Responsible Official)

FORM 2

Notice of Nomination Day

Local Authorities Election Act
(Section 26)

Local Jurisdiction: _____ , Province of Alberta

Notice is hereby given that Nomination Day is _____ and that nominations
(Date)

for the election of candidates for the following offices will be received at the location of the local jurisdiction office set out below between the hours of _____ and 12:00 Noon on
(Start Time)

Nomination Day.

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)

Location (Address) of Local Jurisdiction Office:

_____

_____

_____

_____

DATED at the _____ of _____ in the

Province of Alberta, this _____ day of _____ 20 _____ .

_____
(Returning Officer)

FORM 2 SV

Notice of Nomination Day For Summer Villages

Local Authorities Election Act
(Sections 12, 26)

Local Jurisdiction: _____ , Province of Alberta

Notice is hereby given that Nomination Day is _____ and that nominations
(Date)

for the election of candidates for the following offices will be received between the hours of

_____ and _____ at _____ .
(Location)

Office(s)	Number of Vacancies

DATED at the _____ of _____ in the

Province of Alberta, this _____ day of _____ 20 _____ .

_____
(Returning Officer)

Nomination Paper and Candidate's Acceptance

FORM 3

Local Authorities Election Act
(Sections 12, 21, 22, 27, 47, 151)
School Act (Section 44(4))

Local Jurisdiction: _____, Province of Alberta

We, the undersigned electors of _____, nominate
(Name of Local Jurisdiction and Ward, if applicable)

_____ _____ of _____
(Candidate's Surname) (Given Names) (Street Address or Legal Land Description of the Candidate's Residence)

as a candidate at the election about to be held for the office of _____
(Office Nominated For)

of _____
(Name of Local Jurisdiction)

Signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable).

Printed Name of Elector	Street Address or Legal Land Description of Residence of Elector	Signature of Elector

Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages)of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 27, 47, and 151 of the *Local Authorities Election Act* and section 44(4) of the *School Act* (if applicable) and understand their contents; and
- THAT I am appointing _____ as my official agent.
(Name, Contact Information or Address and Telephone Number of Official Agent) (if applicable)

Print name as it should appear on the ballot

_____ _____
(Candidate's Surname) (Given Names (may include nicknames, but not titles, ie., Mr., Mrs., Dr.))

SWORN (AFFIRMED) before me
at the _____ of
in the Province of Alberta
this _____ day of _____ 20____.

_____
(Candidate's Signature)

_____
(Signature of Returning Officer or Commissioner for Oaths)

It is an Offence to Sign a False Affidavit or a Form That Contains a False Statement

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact: _____
(Title and Business Phone Number of the Responsible Official)

FORM 3RA

NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE
Local Authorities Election Act
(Sections 12, 21, 22, 27, 47, 151)
School Act (Section 256)

THE _____ FRANCOPHONE EDUCATION REGION NO. _____, PROVINCE OF ALBERTA

We, the undersigned electors of The _____ Francophone Education Region No. ____,

nominate _____ of _____
(name of candidate) (address of candidate)

as a candidate at the election about to be held for the office of _____

of the Regional authority of The _____ Francophone Education Region No. ____.

Signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and section 256(1)(1.1)(2) of the *School Act*.

Printed Name of Elector	Address of Elector	Signature of Elector

CANDIDATE'S ACCEPTANCE

I, the said _____ named
(surname) (given names)

in the foregoing nomination, solemnly swear (affirm)

THAT I am eligible under sections 21 and 47 of the *Local Authorities Election Act* and section 256(3)(3.1) of the *School Act*;

THAT I am not otherwise disqualified under section 22 of the *Local Authorities Election Act* and section 256(3)(3.1) of the *School Act*;

THAT I will accept the office if elected;

THAT I have read sections 12, 21, 22, 27, 47 and 151 of the *Local Authorities Election Act* and section 256(3)(3.1) of the *School Act* and understand their contents; and

THAT I am appointing (name, address and telephone number of official agent) (if applicable) as my official agent.

Print name as it should appear on the ballot

_____ _____
(Candidate's Surname) (Given Names) (may include nicknames, but not titles, i.e. Mr., Mrs., Dr.)

SWORN (AFFIRMED) BEFORE ME

at the _____ of _____

in the Province of Alberta, this _____ day of

_____ 20 _____ .

_____ _____
(Candidate's Signature)

_____
(Signature of Returning Officer or Commissioner for Oaths)

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT CONTAINS A FALSE STATEMENT

NOTE :
The personal information that is being collected under the authority of the *Local Authorities Election Act* and the *School Act* will be used for the purposes under those Acts. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact

_____
(title and business phone number of the responsible official)

FORM 4

Notice of Election

Local Authorities Election Act
(Sections 12, 35, 46)

Local Jurisdiction: _____ , Province of Alberta

Notice is hereby given that an election will be held for the filling of the following offices:

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)

Voting will take place on the _____ day of _____ 20 _____ , between the hours of _____ (Start Time) and _____ (Closing Time) . Voting stations will be located at:

_____

_____

DATED at the _____ of _____ in the Province of Alberta, this _____ day of _____ 20 _____ .

_____
(Returning Officer)

MA0754 (2007/04)

FORM 4A

Notice of Election and Requirements for Voter Identification

Local Authorities Election Act
(Sections 12, 35, 46, 53)

Local Jurisdiction: _____ , Province of Alberta

Notice is hereby given that an election will be held for the filling of the following offices:

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)

Voting will take place on the _____ day of _____ 20 _____ , between the hours of _____ (Start Time) and _____ (Closing Time). Voting stations will be located at:

_____

_____

_____

_____

In order to vote, you must produce identification for inspection. Your indentification must be one or more of _____ (list acceptable forms of identification) as required by bylaw.

DATED at the _____ of _____ in the Province of Alberta, this _____ day of _____ 20 _____ .

_____
(Returning Officer)

FORM 5

Notice of Vote on a Bylaw or Question

Local Authorities Election Act
(Sections 7, 12, 35, 46)

Local Jurisdiction: _____ , Province of Alberta

Notice is hereby given that a vote of the electors will be held on the following:

(Specify Bylaw or Question to be voted on)

Voting will take place on the ___ day of _____ 20 ____ , between the hours of _____ and _____. Voting stations will be located at:

(Start Time) (Closing Time)

_____

_____

_____

_____

In order to vote, you must produce identification for inspection, if applicable. Your identification must be one or more of _____
(list acceptable forms of identification)
as required by bylaw.

DATED at the _____ of _____ in the Province of Alberta, this _____ day of _____ 20 _____.

_____
(Returning Officer)

MA0755 (2007/04)

FORM 6

Ballot

Local Authorities Election Act
(Sections 42, 43, 44)

Ballot Form for Chief Elected Official (CEO)

Election of CEO for the (Local Jurisdiction)

(List Names of Candidates Below)

This ballot shall not be marked for more than one (1) candidate.

Ballot Form For Other Offices

Election of (Office) for the (Local Jurisdiction)

(List Names of Candidates Below)

The maximum number of candidates that can be voted for is _____ (Number)

Using Separate Ballots for Each Office

A separate ballot shall be used for:

- the office of chief elected official;
- the offices of councillors;
- the offices of school trustees.

Ballot for a Vote on a Bylaw or Question

The wording on a ballot for a vote on a bylaw or question must be determined by a resolution of the elected authority. The form of the ballot may be determined by a resolution of the elected authority, however, if no resolution is passed, the returning officer must determine the form.

Arranging the Names on the Ballots

The names of the candidates on each ballot must be arranged alphabetically in order of the surnames and, if 2 or more candidates have the same surname, the names of those candidates must be arranged alphabetically in order of their given names.

If an elected authority passes a bylaw 2 months before an election that provides that ballots be printed in as many lots as there are candidates for the office, section 43(3) of the *Local Authorities Election Act* applies.

Indicating the Number of Candidates that can be Voted for

Every ballot used in an election for a member of an elected authority must contain a brief explanatory note stating the maximum number of candidates that can be voted for in order not to make the ballot subject to being rejected, and every ballot used in an election for chief elected official must contain a brief explanatory note stating that the ballot shall not be marked for more than one (1) candidate.

Ballots for Public or Separate Members

Every ballot should indicate if the elector is voting for a public or separate candidate.

FORM 7

Instructions for Electors

Local Authorities Election Act
(Section 45)

To Vote:

- Mark each ballot by placing an "X" in the space provided on the right hand side opposite the name of the candidate(s) of your choice. The ballot indicates the maximum number of candidates that can be voted for. You may vote for less than the maximum number, **but not for more**.

Examples of How to Mark Ballots

Ballot Form for the Election of Chief Elected Official (CEO)

Election of CEO for the (Local Jurisdiction)

Name One	
Name Two	X
Name Three	

This ballot shall not be marked for more than one (1) candidate.

Ballot Form for Other Than the Election of the Chief Elected Official (CEO)

Election of (Office) for the (Local Jurisdiction)

Name One	
Name Two	X
Name Three	X
Name Four	
Name Five	X

The maximum number of candidates that can be voted for is three (3).

- Fold each ballot so that your markings are concealed and the initials of the deputy who issued the ballot(s) are visible.

After Marking Your Ballot(s)

- Hand the ballot(s) to the deputy supervising the ballot box. The deputy will, after verifying the initials on the ballot(s), deposit the ballot(s) in the ballot box or, at your request, return the ballot(s) to you for deposit in the ballot box.

- You have now completed the voting process. Please leave the voting station.

Bylaw or Question Ballot

- In the case of a ballot for a bylaw or question, mark the ballot by placing an "X" opposite either "For" or "Against" or opposite either "Yes" or "No".

Spoiled Ballot(s)

- If you have marked your ballot in error, or defaced it in any way, you may return it and obtain a replacement from the deputy who gave it to you.

If a ballot is torn, defaced, or otherwise dealt with by an elector so that the elector can be identified, the ballot is rejected and shall not be counted.

- A Person May Only Vote Once -
It Is An Offence To Take A Ballot Out Of A Voting Station

FORM 7A

Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access

Local Authorities Election Act
(Section 52)

Local Jurisdiction: _____, Province of Alberta

Election Date: _____

Voting Subdivision or Ward (If Applicable): _____

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this

constitutes as identification for _____ (Name) of _____ (Address)

serving in the capacity of _____ (Office).

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification that meets the requirements of the regulations, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

(a) obstruct or interfere with, or
(b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

_____
(Signature of Returning Officer or Deputy Returning Officer)

_____
(Signature of Enumerator, Candidate or Official Agent named above)

FORM 7B

Campaign Worker Proof of Identification

Local Authorities Election Act
(Section 52)

Local Jurisdiction: _____, Province of Alberta

Election Date: _____

Voting Subdivision or Ward (If Applicable): _____

This appointment is in effect for the 20___ campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification that meets the requirements of the regulations, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

(a) obstruct or interfere with, or
(b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

_____ (Signature of Candidate)

_____ (Signature of Campaign Worker)

FORM 8

Voting Register

Local Authorities Election Act
(Sections 47,53, 54, 59, 78)
School Act (Section 44(4))

Local Jurisdiction: _____ , Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

Statement of Elector Eligibility

I, _____ of _____
(Name of Elector) (Street Address of Residence or legal land description, mailing address and postal code)

am eligible to vote at the above mentioned election because:

- I have not voted before in this election;
- I am 18 years of age or older;
- I am a Canadian Citizen;
- I have resided in Alberta for the six (6) consecutive months immediately preceeding Election Day;
- My place of residence is in the Voting Subdivision or Ward on Election Day; and
- I am eligible to vote for:

Where applicable: (Check [✓] One) ☐ A Public School Trustee
☐ A Separate School Trustee

_____
(Signature of Elector)

It Is An Offence To Sign A False Statement

Deputy Returning Officer

Voter Number: _____

☐ Identification Shown (if applicable)

Ballots Issued to Elector (Check [✓])

☐ Chief Elected Official ☐ Bylaw or Question
☐ Councillors ☐ Separate School Trustee
☐ Public School Trustee

Objection to Person Voting	Name of Candidate /Official Agent/ R.O./Scrutineer Making Objection:	Deputy's Initials:
	Reason for Objection:	
Incapacitated Elector	Ballot of Incapacitated Elector Was Marked By Another Person: (Check [✓]) ☐	
	Reason:	

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection and Privacy Act*.

If you have any questions about the collection, contact _____
(Title and Business Phone Number of the Responsible Official)

FORM 8 SV

Voting Register for Summer Villages

Local Authorities Election Act
(Sections 12, 47, 53, 54, 59, 78)

Local Jurisdiction: _____ , Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

Statement of Elector Eligibility

I, _____ of _____
(Name of Elector) (Street Address of Residence or legal land description, mailing address and postal code)

am eligible to vote at the above mentioned election because:

- I have not voted before in this election;
- I am 18 years of age or older;
- I am a Canadian Citizen;
- I am named on the certificate of title as the person who owns property within the summer village, or the spouse or adult interdependent partner of the person named,
  or
- I have resided in Alberta for the six (6) consecutive months immediately preceding Election Day and my place of residence is in the Summer Village on Election Day.

_____
(Signature of Elector)

It Is An Offence To Sign A False Statement

Deputy Returning Officer

Voter Number: _____

☐ Identification Shown (if applicable)

Ballots Issued To Elector (Check [✓])

☐ Chief Elected Official ☐ Bylaw or Question

☐ Councillors

Objection to Person Voting	Name of Candidate /Official Agent/ R.O./Scrutineer Making Objection:	Deputy's Initials:
	Reason for Objection:	
Incapacitated Elector	Ballot of Incapacitated Elector Was Marked By Another Person: (Check [✓]) ☐	
	Reason:	

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact _____
(Title and Business Phone Number of the Responsible Official)

FORM 8RA

VOTING REGISTER
Local Authorities Election Act
(Sections 47, 53, 54(2), 59, 78)
School Act (Section 256)

THE REGIONAL AUTHORITY OF _____

FRANCOPHONE EDUCATION REGION NO. _____, PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD (If Applicable): _____

VOTING STATION: _____

STATEMENT OF ELECTOR ELIGIBILITY

I, _____ of _____
(name of elector) (street address or legal land description, mailing address and postal code)

am eligible to vote at the above mentioned election because:

- I have not voted before in this election;
- I am a Francophone;
- I am 18 years of age or older;
- I am a Canadian citizen;
- I have resided in Alberta for the 6 consecutive months immediately preceding Election Day.

And at least one of the following criteria is applicable:

- I have a child enrolled in a school operated by the above noted Regional authority;
- I am an individual who was enrolled as a student in a school operated by a Regional authority and received an Alberta High School Diploma or Certificate from a Regional authority; and/or
- I am the biological or adoptive parent of an individual who was enrolled as a student in a school operated by a Regional authority and that individual received an Alberta High School Diploma or Certificate from a Regional authority.

I am eligible to vote for (Check [√] One):

☐ A Francophone Separate School member
☐ A Francophone Public School member

_____
(Signature of Elector)

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

DEPUTY RETURNING OFFICER

VOTER NUMBER: _____

☐ Identification shown (if applicable)

BALLOTS ISSUED TO ELECTOR (Check [√] One):

☐ A Francophone Separate School member ☐ A Francophone Public School member ☐ Bylaw or Question

OBJECTION TO PERSON VOTING	Name of Candidate/Official Agent/Scrutineer/Returning Officer Making Objection:	Deputy's Initials:
	Reason for Objection:	
INCAPACI-TATED ELECTOR	Ballot for Incapacitated Elector Was Marked By Another Person: (Check [√]) ☐	
	Reason:	

NOTE :
The personal information that is being collected under the authority of the *Local Authorities Election Act* and the *School Act* will be used for the purposes under those Acts. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact

_____
(title and business phone number of the responsible official)

FORM 9

Presiding Deputy's Certification and Statement on Completion of Ballot Count

Local Authorities Election Act
(Sections 90, 91)

Local Jurisdiction: _____, Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

I, _____ certify that the number of persons who
(Name of Presiding Deputy)

have this day signed the voting register to vote at this voting station is _____.
(Figures)

_____
(Words)

and that to the best of my knowledge and belief the entries in the voting register, which are required by law to be made, were correctly made.

_____
(Signature of Presiding Deputy Returning Officer)

It Is An Offence To Sign A False Statement

FORM 10

Statement of Scrutineer

Local Authorities Election Act
(Sections 16(2), 69, 70)

Local Jurisdiction: _____ , Province of Alberta

Election Date (or Vote on a Bylaw or Question): _____

I, _____ .
(Name of Scrutineer)

of _____
(Street Address or Legal Land Description of the Residence of the Scrutineer and the Mailing Address of the Scrutineer)

in the Province of Alberta, am at least 18 years of age and,

(a) For the purposes of an election, will act as scrutineer on behalf of

_____ for the office of _____
(Name of Candidate) (Office for which Candidate was Nominated)

OR

(b) For the purposes of a vote on a bylaw, will act as scrutineer for those persons who are interested in

(Check [✓] One) ☐ **promoting** the passing of Bylaw No. _____

☐ **opposing** the passing of Bylaw No. _____

OR

(c) For the purposes or a vote on a question, will act as scrutineer on behalf of those persons who are interested in .

(Check [✓] One) ☐ voting in the **positive** on the question set out.

☐ voting in the **negative** on the question set out.

AND I will in all respects, maintain and aid in maintaining the absolute secrecy of the vote.

_____
(Signature of Scrutineer)

It Is An Offence To Sign A False Statement

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact _____
(Title and Business Phone Number of the Responsible Official)

FORM 11

Statement of Interpreter, Incapacitated Elector, Friend of Incapacitated Elector

Local Authorities Election Act
(Sections 72, 78)

Local Jurisdiction: _____, Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

Statement of Interpreter

I, _____ of _____ in the
(Name of Interpreter) (Address)

Province of Alberta, will faithfully read or translate such statements, questions and answers that the deputy returning officer may require to be read or translated at this election and I will keep secret all information which may come to me by virtue of being the interpreter for _____.
(Name of Elector)

_____
(Signature of Interpreter)

Deputy's Initials

Statement of Incapacitated Elector

Verbal Statement

Are you _____ of _____
(Name of Incapacitated Elector) (Address)

in the Province of Alberta, unable to mark your ballot in the usual manner and you require assistance because of blindness, or you require assistance because of a physical condition?

(Instruction to Deputy: Initial if the elector answers affirmatively to this question.)

Deputy's Initials

Statement of Friend of Incapacitated Elector

I, _____ of _____
(Name of Friend or Relative of Incapacitated Elector) (Address)

in the Province of Alberta, am the friend or relative of _____.
(Name of Incapacitated Elector)

an incapacitated elector. I will read the ballot to my friend or relative, mark the ballot in accordance with the elector's instructions, and keep secret all information which may come to me by virtue of assisting the elector.

(Signature of Friend or Relative of Incapacitated Elector)

Deputy's Initials

It Is An Offence To Make Or Sign A False Statement

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact: _____
(Title and Business Phone Number of the Responsible Official)

(File With Elector's Voting Register Form)

FORM 12

Note of Objection to A Ballot

for _____
(Name of Office, Bylaw or Question)

Local Authorities Election Act
(Section 87)

Local Jurisdiction: _____, Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

Objection Number	Name of Official Agent, Scrutineer or Candidate Making Objection	Reason for Objection
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

FORM 13

Ballot Account and Result of Vote

for _____
(Name of Office, Bylaw, or Question)

Local Authorities Election Act
(Sections 54, 88, 89)

Local Jurisdiction: _____, Province of Alberta

Date of Election: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

Result of Vote

Names of Candidates (or Question, or Description of Bylaw)	Number of **Valid** Ballots Marked for Each Candidate (or For and Against on a Question or Bylaw)

(Continue on Reverse if Required)

Ballot Account

(a) Number of Ballots Supplied				
(b) Number of Special Ballots Sent Out	+		=	*
(c) Valid Ballots				
(d) Valid Special Ballots Received	+			
(e) Rejected Ballots	+			
(f) Rejected Special Ballots	+			
(g) Spoiled Ballots	+			
(h) Unused Ballots	+			
(i) Ballots Not Accounted For	+			
(j) Special Ballots Not Returned	+			
(k) **Total**			=	*

***Total number of ballots in (a) and (b) must equal (k), the total number of ballots in (c), (d), (e), (f), (g), (h), (i) and (j).**

Persons objected to under section 54 _____

Valid Ballots for: Number of Ballots:

Candidate _____ _____
Candidate _____ _____
Candidate _____ _____
Candidate _____ _____
Candidate _____ _____
Candidate _____ _____

Valid Ballots Objected To _____

Rejected Ballots On Which No Vote Was Cast By An Elector _____

DATED this _____ day of _____, 20 _____

(Signatures of at least 2 Deputies)

(Signatures of Candidates/Official Agents/Scrutineers who desire to sign)

(Hand this form to the Returning Officer)

FORM 14

Disclaimer Before A Complaint

Local Authorities Election Act
(Section 144)

Local Jurisdiction: _____ , Province of Alberta

I, _____ , solemnly swear
(Name of Person Disclaiming)

(affirm) that I disclaim all right to the office of _____ of

_____ and all defence of any right I may have to it.
(Name of Local Jurisdiction)

SWORN (AFFIRMED) before me
at the _____ of _____
in the Province of Alberta
this ____ day of _____ 20 .

_____
(Signature of Person Taking Oath)

_____
(Signature of Returning Officer or Commissioner for Oaths)

It Is An Offence To Sign A False Affidavit

FORM 15

Disclaimer After Motion

Local Authorities Election Act
(Section 143)

Local Jurisdiction: _____ , Province of Alberta

I, _____ , on whom notice of motion
(Name of Person Disclaiming)

in the nature of quo warranto has been served for the purpose of contesting my right

to the office of _____ of _____
(Name of Local Jurisdiction)

solemnly swear (affirm) that I disclaim that office and all defence of any right I may have to it.

SWORN (AFFIRMED) before me
at the _____ of _____
in the Province of Alberta
this ___ day of _____ 20 ___ .

_____
(Signature of Person Taking Oath)

_____
(Signature of Returning Officer or Commissioner for Oaths)

It Is An Offence To Sign A False Affidavit

FORM 16

Request for Special Ballot Package

Local Authorities Election Act
(Section 77.1)

Local Jurisdiction: _____ , Province of Alberta

Election Date: _____

Ward / Subdivision Number: _____ Voting Station: _____

I, _____ of _____
(Printed First Name and Surname) (Street Address of Residence or Legal Land Description, Mailing Address and Postal Code)

_____ , _____
(Telephone Number) (Email Address)

request a special ballot package which will include all applicable ballots issued at the regular voting station. I am requesting one of the following ballots:

Please select:
- ☐ A Public School Trustee
- ☐ A Separate School Trustee
- ☐ Chief Elected Official
- ☐ Councillors
- ☐ Bylaw or Question

Reason for request: _____

Please select one: (Election official to fill in if application is made by telephone.)

- ☐ I would like my special ballot package sent by regular mail to the following address:

_____
(Complete address to which the application will be mailed, including postal code)

- ☐ I will arrange for my Special Ballot package to be picked up during regular office hours. I would like my package held for pickup.

_____
(Date of Request)

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact: _____
(Title and Business Phone Number of the Responsible Official)

FORM 17

Special Ballot Package

Local Authorities Election Act
(Sections 77.1, 77.2)

SPECIAL BALLOT

Ballot Form for Elected Official

Election of CEO for the _____ (Local Jurisdiction)

(List Names of Candidates below if known prior to application for Special Ballot in the following Ballot Format)

The maximum number of candidates that can be voted for is _____ (Number)

Special Ballot Form for Elected Offices

Election of _____ (Office) for the _____ (Local Jurisdiction)

(If Application for Special Ballot is sent prior to Special Ballots being printed with List of Candidates Names, use the following Ballot Format)

Print the name(s) of the candidate on the line below:

I vote for: _____

The maximum number of candidates that can be voted for is _____ (Number)

Using Separate Ballots for Each Office

A separate ballot must be used for:

- the office of chief elected official;
- the offices of councillors;
- the offices of school trustees;
- any questions

Ballot for a Vote on a Bylaw or Question

The wording on a ballot for a vote on a bylaw or question must be determined by a resolution of the elected authority. The form of the ballot may be determined by a resolution of the elected authority, however, if no resolution is passed, the returning officer must determine the form in accordance with section 44 of the *Local Authorities Election Act*.

Arranging the Names on the Ballots

The names of the candidates on each ballot must be arranged alphabetically in order of the surnames and, if two (2) or more candidates have the same surname, the names of those candidates must be arranged alphabetically in order of their given names.

If an elected authority passes a bylaw two (2) months before an election that provides that ballots be printed in as many lots as there are candidates for the office, section 42(3) of the *Local Authorities Election Act* applies.

Indicating the Number of Candidates That can be Voted for

Every ballot used in an election for a member of an elected authority must contain a brief explanatory note stating the maximum number of candidates that can be voted for in order not to make the ballot void, and every ballot used in an election for chief elected official must contain a brief explanatory note stating that the ballot shall not be marked for more than one (1) candidate.

Ballots for Public or Separate Members

Every ballot should indicate if the elector is voting for a public or separate candidate.

FORM 18

Special Ballot Voting Instructions

Local Authorities Election Act
(Sections 77.1, 77.2)

Special Ballot Voting Instructions

1. With a pen or pencil, mark the ballot by printing in the space provided the name of the candidate(s) of your choice if a blank ballot, or mark an "X" in the space provided on the right hand side opposite the name of the candidate(s) of your choice. The ballot indicates the maximum number of candidates that can be voted for. You may vote for less than the maximum number, but not for more.

2. Place all ballot(s), marked or not, in the Special Ballot Envelope and seal the envelope.

3. Place the ballot envelope in the Special Ballot Certificate Envelope.

4. Complete and sign Part I of the Special Ballot Certificate Envelope and seal the envelope.

5. Attach a photocopy of your identification (if applicable) to the Special Ballot Certificate Envelope.

   Your identification must be one or more of _____
   (list acceptable forms of identification)

   as required by bylaw.

6. Place the Special Ballot Certificate Envelope in the Outer Envelope and seal the envelope.

7. It is your responsibility to ensure that this Outer Envelope, complete with all prescribed contents, arrives at the office of the returning officer prior to _____ on election day, which is:

   Election Day: _____ (Date to be entered by Returning Officer)
   (Day) (Month) (Year)

8. Failure to complete any of these steps may invalidate your ballot.

FORM 19

Special Ballot Certificate Envelope

Local Authorities Election Act
(Sections 47, 53, 77.1, 77.2)

Local Jurisdiction: _____, Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

Part I To be completed by Elector

Statement of Elector Eligibility

I, _____ of _____
(Name of Elector) (Street Address of Residence or legal land description, mailing address and postal code)

am eligible to vote at the above mentioned election because:

- I have not voted before in this election;
- I am 18 years of age or older;
- I am a Canadian Citizen;

(a) I have resided in Alberta for the six (6) consecutive months immediately preceeding Election Day; and my place of residence is in the Voting Subdivision or Ward on Election Day;
or
(b) I am named on the certificate of title as the person who owns property within the summer village, or the spouse or adult interdependent partner of the person named,

- I am entitled to receive a Special Ballot because I will not be able to attend advance voting stations, if any, or the voting station established for my local jurisdiction, due to physical incapacity, absence from the local jurisdiction or being a returning officer, deputy returning officer, constable, candidate, official agent, or scrutineer.

I declare that the above statements are true.

Dated at _____ this _____ day of _____, _____
(Address including postal code, where Special Ballot Certificate Envelope is received) (Date) (Month) (Year)

_____
(Signature of Elector)

It Is An Offence To Sign A False Statement

Part II To be completed by Returning Officer

Check [✓] :

☐ Name of the individual recorded on the front of envelope is recorded in the Special Ballot Voting Register.
☐ Part I is properly completed.
☐ Special Ballot Certificate IS accepted.

OR

Special Ballot certificate IS NOT opened because:
☐ Part I is not properly completed;
☐ Received after the close of voting stations on election day.

_____ _____
(Date and Time Received) (Initials of Election Officer)

Note: The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purposes under that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact:
(Title and Business Phone Number of the Responsible Official)

FORM 20

Declaration of Valid or Rejected Special Ballot Certficates

Local Authorities Election Act
(Section 77.2)

_____

Name of Person Appointed by the Mnister of Municipal Affairs and Housing

Local Jurisdiction: _____ , Province of Alberta

Election Date: _____

Voting Subdivision or Ward (if applicable): _____ Voting Station: _____

Questionable Certificates by Returning Officer

Number of Questionable Certificates _____

DATED this _____ day of _____ , 20____ .

_____
(Signature of Reviewer)

_____ _____
(Signature of Returning Officer) (Date)

Certificates Reviewed by Appointed Official

(a) Number of Questionable Certificates _____

(b) Valid Certificate Envelopes _____

(c) Rejected Certificate Envelopes + _____

* *Total Certificates* = _____

*** Total Certificates in (b) and (c) must equal number in (a).**

DATED this _____ day of _____ , 20____ .

_____
(Signature of Reviewer)

_____ _____
(Signature of Appointed Official) (Date)

(Submit this Form to the Returning Officer)

***A copy of this form must be submitted to the local jurisdiction and the Minister of Municipal Affairs and Housing.**

MA1366 (2007/04)

Authorization for Returning Officer, Deputy or Constable Voting At Assigned Station

Local Authorities Election Act
(Section 83(1))

Local Jurisdiction: _____ , Province of Alberta

To Deputy Returning Officer

_____ , having been duly authorized and appointed
(Name of Officer)

as an Officer in the Local Authorities Election on _____ , is authorized to cast his /her vote at an assigned station, and this shall be your authority for allowing such vote to be cast.

_____
(Signature of Returning Officer)

Authorization for Returning Officer, Deputy or Constable To Vote At An Advance Vote

Local Authorities Election Act
(Sections 83(3))

Local Jurisdiction: _____, Province of Alberta

To Deputy Returning Officer

_____, having been duly authorized and appointed
(Name of Officer)

as an Officer in the Local Authorities Election on _____, is authorized to cast his /her vote at an advance vote, and this shall be your authority for allowing such vote to be cast.

_____
(Signature of Returning Officer)

Affidavit of Witness for Destruction of Election Materials

Local Authorities Election Act
(Section 101)

I, _____ ,solemnly swear (affirm) that on _____ , I witnessed the destruction of the content of the ballot boxes used in the election held on _____ , at the _____ of _____ .

I, _____ ,solemnly swear (affirm) that on _____ , I witnessed the destruction of the content of the ballot boxes used in the election held on _____ , at the _____ of _____ .

SWORN(AFFIRMED) before me
at the _____ of _____
in the Province of Alberta
this ____ day of _____ 20 ____ .

_____
(Signature of Person Taking Oath)

_____
(Signature of Person Taking Oath)

_____
Signature of Commissioner for Oaths

MA0769 (2007/04)

Alberta Municipal Affairs and Housing

Candidates Nomination Information

Name of Municipality:

(Section 28(6) of the Local Authorities Election Act and Section 577 of the Municipal Government Act)

Candidate Information

Ward/ Division Number	Female (X)	Male (X)	First Name	Last Name	Mailing Address of **Candidate** *(eg. Box No/Street/RR, City/Town)*	Postal Code	Acclaimed	Incumbent	Nominated Position
	☐	☐							
	☐	☐							
	☐	☐							
	☐	☐							
	☐	☐							
	☐	☐							
	☐	☐							
	☐	☐							
	☐	☐							
	☐	☐							
	☐	☐							
			Name of Candidates for the Chief Elected Official (if applicable)						
	☐	☐							
	☐	☐							
	☐	☐							
	☐	☐							
	☐	☐							

Is your Chief Elected Official elected at large? ☐ Yes ☐ No

Is your municipality providing for voting by special ballot? ☐ Yes ☐ No

Has your municipality passed a bylaw requiring voter identification? ☐ Yes ☐ No

Is your municipality providing for a vote on a question or bylaw? ☐ Yes ☐ No

Returning Officer Information

Title:	First Name:	Last Name:	Telephone Number:	Fax Number:
Email:				

Signature of Returning Officer

Date

Alberta Municipal Affairs and Housing

Official Election Results

(section 97 of the Local Authorities Election Act and section 577 of the Municipal Government Act)

Name of Municipality

Division/ Ward Number	Female check (X)	Male check (X)	Names of **all** Candidates *as they appear on the ballot for Councillors* **or list names if acclaimed** First Name	Last Name	Mailing Address of **Candidate** *(eg. Box No/Street/RR. City/Town)*	Postal Code	Number of Votes Received (A = Acclaimed)	If declared elected check(X)	If Incumbent check(X)
	☐	☐						☐	☐
	☐	☐						☐	☐
	☐	☐						☐	☐
	☐	☐						☐	☐
	☐	☐						☐	☐
	☐	☐						☐	☐
	☐	☐						☐	☐
	☐	☐						☐	☐
	☐	☐						☐	☐
	☐	☐						☐	☐
	☐	☐						☐	☐
			Name of Candidates for the Chief Elected Official (If applicable)						
	☐	☐						☐	☐
	☐	☐						☐	☐
	☐	☐						☐	☐
	☐	☐						☐	☐
	☐	☐						☐	☐
	☐	☐						☐	☐

Number of Actual Voters _____

I certify that this is a true statement of the results of the election held on _____ .
Date of Election

Number of Eligible Voters _____

_____
Signature of Returning Officer

_____
Date

The returning officer shall forward this information to the Deputy Minister of Alberta Municipal Affairs and Housing on the 4th day after Election Day.

MA0120 (2007/05)